



Department of Energy

CITIZEN'S CHARTER

2026 1st Edition



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I. Mandate:

The Department is mandated by RA 7638 (Department of Energy Act of 1992) to prepare, integrate, coordinate, supervise and control all plans, programs, projects and activities of the Government relative to energy exploration, development, utilization, distribution and conservation.

II. Vision:

A globally competitive DOE powering up Filipino communities through clean, efficient, robust and sustainable energy systems that will create wealth, propel industries and transform the lives of men and women and the generations to come.

III. Mission:

We at the Department of Energy, in partnership with our stakeholders, shall improve the quality of life of the Filipino by formulating and implementing policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably-priced energy.

In pursuit of this mission, we commit to render efficient service with utmost integrity and professionalism.

IV. Service Pledge:

We, at the Department of Energy, commit to:

SERVE right the first time and every time thereafter

LISTEN with utmost courtesy, respect and understanding

RESPOND promptly, efficiently, and effectively

EXCEL to exceed the needs and expectations of the general public



LIST OF SERVICES

Investment Promotion Office (IPO)

External Services

EO-IPO01 Provision of Investor Assistance and Support (Information Requests Through Phone Calls, Emails, Viber, or Walk-in)

EO-IPO01 Provision of Investor Assistance and Support (Request for Information Through Phone Calls)

EO-IPO02 Provision of Investor Assistance and Support (Request for Information Through Walk-in)

EO-IPO03 Provision of Investor Assistance and Support (Requests for Information Through Emails or Viber)

EO-IPO04 Provision of Investor Assistance and Support (Request for Face-to-Face or Virtual Meetings Through Phone Calls, Emails, or Viber)

Consumer Welfare and Promotion Office (CWPO)

External Services

EO-CWPO01 Concerns Handling Process for Online Customers

EO-CWPO02 Concerns Handling Process for Walk-In Customers

EO-CWPO03 Concerns Handling Process for Live Customers (Through Phone Calls, SMS, Chat, Viber, and Similar Platforms)

EO-CWPO04 Concerns Handling Process for Post Mail Transactions

Public Affairs Office (PAO)

External Services

EO-PAO01 Arrangement of Phone and On-Cam Interviews with Media

EO-PAO02 Tri-Media and Stakeholders Inquiries

EO-PAO03 Media Sends in Sponsorship or Solicitation Letter

Petroleum Resources Development Division (PRDD)

External Services

ERDB-PRDD01 Issuance of Letter of Confirmation for Posting of Performance Bond

ERDB-PRDD02 Issuance of Tax-Exemption Certificate

ERDB-PRDD03 Issuance of Safety Engineer's/Officer's Permit

ERDB-PRDD04 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 1 Subcontract Application)

ERDB-PRDD04-01 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 2 to 20 Subcontracts Application)

ERDB-PRDD04-02 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 21 to 60 Subcontracts Application)

ERDB-PRDD04-03 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 61 to 120 Subcontracts Application)



ERDB-PRDD04-04 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 121 to 180 Subcontracts Application)

ERDB-PRDD04-05 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 181 to 300 Subcontracts Application)

ERDB-PRDD04-06 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 301 and above Subcontracts Application)

ERDB-PRDD05 Conduct of Oil and Gas Seepage Investigation

ERDB-PRDD06 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 1 for Pre-Determined Areas (PDAs)

ERDB-PRDD07 Issuance of Notice of Endorsement to the Office of the President for the Award of a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

ERDB-PRDD08 Issuance of Gratuitous Permit

ERDB-PRDD09 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 2 for Nominated Areas (NAs) - Nominating Applicant

ERDB-PRDD10 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 2 for Nominated Areas (NAs) - Challenging Applicant

Coal and Nuclear Mineral Resources Development Division (CNMRDD)

External Services

ERDB-CNMRDD01 Issuance of Letter of Approval for Publication of Nominated Area of Interest Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

ERDB-CNMRDD02 Issuance of Notice of Award of Coal Operating Contract (COC) Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

ERDB-CNMRDD03 Issuance of Notice of Qualification to Enter into a Coal Operating Contract (COC) Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

ERDB-CNMRDD04 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (1 Application)

ERDB-CNMRDD04-01 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (2-10 Applications)

ERDB-CNMRDD04-02 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (11-20 Applications)

ERDB-CNMRDD04-03 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (21-30 Applications)

ERDB-CNMRDD04-04 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (31 and Above Applications)

ERDB-CNMRDD05 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent

ERDB-CNMRDD06 Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holders

ERDB-CNMRDD07 Issuance of Certificate of Accreditation as Coal Trader (CT)



ERDB-CNMRDD08 Issuance of Certificate of Accreditation as Coal Trader (CT) - Renewal

ERDB-CNMRDD09 Issuance of Certificate of Accreditation as Coal End-User (CEU)

ERDB-CNMRDD10 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

ERDB-CNMRDD11 Issuance of Certificate of Accreditation as Coal Logistics Service Provider (CLSP)

ERDB-CNMRDD12 Issuance of Certificate of Accreditation as Coal Logistics Service Provider (CLSP) - Renewal

ERDB-CNMRDD13 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (1 Application)

ERDB-CNMRDD13-01 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (2-10 Applications)

ERDB-CNMRDD13-02 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (11-20 Applications)

ERDB-CNMRDD13-03 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (21 Applications and Above)

ERDB-CNMRDD14 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (1 Application)

ERDB-CNMRDD14-01 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (2-10 Applications)

ERDB-CNMRDD14-02 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (11-20 Applications)

ERDB-CNMRDD14-03 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (21 Applications and Above)

ERDB-CNMRDD15 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (1 Application)

ERDB-CNMRDD15-01 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (2-10 Applications)

ERDB-CNMRDD15-02 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (11-20 Applications)

ERDB-CNMRDD15-03 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (21 and above Applications)

ERDB-CNMRDD16 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (1 Application)

ERDB-CNMRDD16-01 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (2-10 Applications)

ERDB-CNMRDD16-02 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (11-20 Applications)

ERDB-CNMRDD16-03 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (21-30 Applications)

ERDB-CNMRDD16-04 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (31 and Above Applications)

ERDB-CNMRDD17 Issuance of Safety Engineer's (SE) and/or Safety Inspector's (SI) Permit

ERDB-CNMRDD18 Issuance of Confirmation Letter of Registered Coal Subcontract (1 Application)



ERDB-CNMRDD18-01 Issuance of Confirmation Letter of Registered Coal Subcontract (2-10 Applications)

ERDB-CNMRDD18-02 Issuance of Confirmation Letter of Registered Coal Subcontract (11-20 Applications)

ERDB-CNMRDD18-03 Issuance of Confirmation Letter of Registered Coal Subcontract (21-30 Applications)

ERDB-CNMRDD18-04 Issuance of Confirmation Letter of Registered Coal Subcontract (31 and Above Applications)

ERDB-CNMRDD19 Issuance of DOE Stickers for the Issued Tax-Exemption Certificate (TEC) under PD 972

Renewable Energy Management Bureau (REMB)

External Services

REMB-REMB01 Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components

REMB-REMB02 Amendment of RE Contract (Except for Hydro and Ocean Energy Projects)

REMB-REMB03 Certificate of Registration for Own-Use

REMB-REMB04 Conversion to the New Renewable Energy (RE) Contract Template

REMB-REMB05 Renewable Energy Contract Application (except Solar Projects)

REMB-REMB06 Issuance of Certificate of Authority for RE Projects (except Solar)

REMB-REMB07 Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units

REMB-REMB08 Processing of Safety Officers Permit for Renewable Energy Developers

REMB-REMB09 Revision of Work Program

REMB-REMB10 Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)

REMB-REMB11 Assignment / Transfer of Renewable Energy Service/Operating Contract

REMB-REMB12 Request for Reconsideration of RE Contract

REMB-REMB13 Pre-Application Process for RE Contract Application

REMB-REMB14 Transition from Pre-Development to Development Stage

REMB-REMB15 Issuance of Endorsement to Purchase/Transfer/Move Explosives

Geothermal Energy Management Division (GEMD)

External Services

REMB-GEMD01 Notice of Intention to Drill

Biomass Energy Management Division (BEMD)

External Services

REMB-BEMD02 Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility

REMB-BEMD03 Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

REMB-BEMD04 Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)



REMB-BEMD05 Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Company Name/Ownership)

REMB-BEMD06 Procedure for Application for Registration of a Biofuel Distributor Under RA 9367

REMB-BEMD07 Procedure for Renewal of Application for Registration of a Biofuel Distributor Under RA 9367

REMB-BEMD08 Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513

Hydropower and Ocean Energy Management Division (HOEMD)

External Services

REMB-HOEMD01 Amendment of RE Contract (for Hydro and Ocean Energy Projects)

National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)

External Services

REMB-TSMD01 Green Energy Option Program Operating Permit Application

Solar Energy Management Division (SEMD)

External Services

REMB-SEMD01 Solar Energy Operating Contract Application

REMB-SEMD02 Issuance of Certificate of Authority for Solar Projects

Alternative Fuels and Energy Technology Division (AFETD)

External Services

EUMB-AFETD01 - Technical Assistance or Technical Evaluation of Alternative Fuels and Emerging Energy Technologies

EUMB-AFETD02 - Processing of Application for Company Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

EUMB-AFETD03 - Processing of Application for Vehicle Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

EUMB-AFETD04 - Processing of Application for Fuel Economy Label (FEL) and Fuel Economy Sticker (FES) Issuance under the Vehicles Fuel Economy Labeling Program (VFELP)

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

External Services

EUMB-EPMPD01 Issuance of Certificate for Certified Energy Auditor (CEA)

EUMB-EPMPD02 Issuance of Certificate for Certified Energy Conservation Officer (CECO)

EUMB-EPMPD03 Issuance of Certificate for Certified Energy Manager (CEM)

EUMB-EPMPD04 Issuance of Certificate for Registered Energy Service Company (ESCO)

EUMB-EPMPD05 Issuance of Certificate for Certified Energy Service Company (ESCO)

EUMB-EPMPD06 Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)



EUMB-EPMPD07 Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

EUMB-EPMPD08 Issuance of Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

EUMB-EPMPD09 Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

EUMB-EPMPD10 Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Energy Efficiency and Conservation Public Sector Management Division (EPSMD)

External Services

EUMB-EPSMD01 Energy Audit Services : Preliminary Energy Audit

EUMB-EPSMD02 Application Process for Solar PV Installer Registry

EUMB-EPSMD03 Application Process for Recognized Training Institution Accreditation

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

External Services

EUMB-EPRED01 Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED02 Application for Recognition of Testing Laboratory (RTL) under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED03 Request for PELP Product Credits

EUMB-EPRED04 Request for PELP Label Credits

EUMB-EPRED05 Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED06 Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED07 Processing of Application for Product Registration for Television Sets under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED08 Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED09 Processing of Application for Product Registration for Electric Fans under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED10 Processing of Application for Product Registration for Clothes Washing Machines under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED11 Processing of Application for Product Registration for Display Monitors under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED12 Processing of Application for Product Registration for Energy Saving Devices (ESD) / Low Voltage Saving Devices (LVSD) under the Philippine Energy Labeling Program (PELP)

EUMB-EPRED13 Issuance of Energy Label/Equivalent for Product Registered under the Philippine Energy Labeling Program (PELP)

Electric Vehicle Industry Management Division (EVIMD)

External Services



EUMB-EVIMD01 Issuance of EVCS Provider – Operator Accreditation Certificate
(National Level)

EUMB-EVIMD02 Renewal of EVCS Provider – Operator Accreditation Certificate
(National Level)

EUMB-EVIMD03 Issuance of EVCS Provider – Operator Accreditation Certificate
(Regional Level)

EUMB-EVIMD04 Renewal of EVCS Provider–Operator Accreditation Certificate
(Regional Level)

EUMB-EVIMD05 Issuance of EVCS Provider – Operator Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD06 Renewal of EVCS Provider – Operator Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD07 Issuance of EVCS Provider – Service Accreditation Certificate
(National Level)

EUMB-EVIMD08 Renewal of EVCS Provider – Service Accreditation Certificate (National
Level)

EUMB-EVIMD09 Issuance of EVCS Provider – Service Accreditation Certificate
(Regional Level)

EUMB-EVIMD10 Renewal of EVCS Provider–Service Accreditation Certificate (Regional
Level)

EUMB-EVIMD11 Issuance of EVCS Provider – Service Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD12 Renewal of EVCS Provider – Service Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD13 Issuance of EVCS Provider – Supplier Accreditation Certificate
(National Level)

EUMB-EVIMD14 Renewal of EVCS Provider – Supplier Accreditation Certificate
(National Level)

EUMB-EVIMD15 Issuance of EVCS Provider – Supplier Accreditation Certificate
(Regional Level)

EUMB-EVIMD16 Renewal of EVCS Provider – Supplier Accreditation Certificate
(Regional Level)

EUMB-EVIMD17 Issuance of EVCS Provider – Supplier Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD18 Renewal of EVCS Provider – Supplier Accreditation Certificate
(City/Municipal Level)

EUMB-EVIMD19 Issuance of EVCS Provider – Operator Accreditation Certificate for
Government Entities (National Level)

EUMB-EVIMD20 Renewal of EVCS Provider – Operator Accreditation Certificate for
Government Entities (National Level)

EUMB-EVIMD21 Issuances of EVCS Provider – Operator Accreditation Certificate for
Government Entities (Regional Level)

EUMB-EVIMD22 Renewal of EVCS Provider – Operator Accreditation Certificate for
Government Entities (Regional Level)

EUMB-EVIMD23 Issuances of EVCS Provider – Operator Accreditation Certificate for
Government Entities (City/Municipal Level)



EUMB-EVIMD24 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (City/Municipal Level)

EUMB-EVIMD25 Issuance of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

EUMB-EVIMD26 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

EUMB-EVIMD27 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

EUMB-EVIMD28 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

EUMB-EVIMD29 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

EUMB-EVIMD30 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

EUMB-EVIMD31 Issuance of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

EUMB-EVIMD32 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

EUMB-EVIMD33 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

EUMB-EVIMD34 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

EUMB-EVIMD35 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

EUMB-EVIMD36 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

EUMB-EVIMD37 Issuance of EVCS Registration Certificate

EUMB-EVIMD38 Renewal of EVCS Registration Certificate

EUMB-EVIMD39 Issuance of EVCS Registration Certificate for Government Entities

EUMB-EVIMD40 Renewal of EVCS Registration Certificate for Government Entities

EUMB-EVIMD41 Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee

EUMB-EVIMD42 Charging Fee Adjustments and/or Updating

EUMB-EVIMD43 Battery Electric Vehicle (BEV) Recognition and Revision of BEV Data and Information

EUMB-EVIMD44 Hybrid Electric Vehicle (HEV) Recognition and Revision of HEV Data and Information

EUMB-EVIMD45 Plug-in Hybrid Electric Vehicle (PHEV) Recognition and Revision of PHEV Data and Information

EUMB-EVIMD46 Light Electric Vehicle (LEV) Recognition and Revision of LEV Data and Information

Oil Industry Standards and Monitoring Division (OISMD)

External Services

OIMB-OISMD01 Issuance of Acknowledgement of Notice to Denature Imported Bioethanol



OIMB-OISMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Lubes Products

OIMB-OISMD03 Issuance of Acknowledgement for the Notice to Import for Sale or Own Use - Lubes Products

OIMB-OISMD04 Issuance of Certificate of Fuel Additive Registration

Oil Industry Competition and Monitoring Division (OICMD)

External Services

OIMB-OICMD01 Issuance of Acknowledgement for the NOTICE TO ENGAGE in the Downstream Oil Industry – Liquid Petroleum Products

OIMB-OICMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Hauling Services (Bulk Level)

OIMB-OICMD03 Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant

OIMB-OICMD04 Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

OIMB-OICMD06 Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

OIMB-OICMD07 Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor

OIMB-OICMD08 Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler

OIMB-OICMD09 Application for Registration - Prior to Commencement of LPG Facility Construction

OIMB-OICMD10 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

OIMB-OICMD11 Issuance to Notice to Import for Sale or Own Use - Liquid Petroleum Products

OIMB-OICMD12 Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel

OIMB-OICMD13 Issuance of Acknowledgement to Notice to Import Bioethanol

OIMB-OICMD14 Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol

OIMB-OICMD15 Issuance to Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol

Natural Gas Management Division (NGMD)

External Services

OIMB-NGMD01 Issuance of NOTICE TO PROCEED (NTP) for Downstream Natural Gas Facilities

OIMB-NGMD02 Issuance of PERMIT TO CONSTRUCT (PTC) for Downstream Natural Gas Facilities

OIMB-NGMD03 Issuance of PERMIT TO EXPAND (PTE) for Downstream Natural Gas Facilities

OIMB-NGMD04 Issuance of PERMIT TO REHABILITATE (PTR) for Downstream Natural Gas Facilities

OIMB-NGMD05 Issuance of PERMIT TO MODIFY (PTM) for Downstream Natural Gas Facilities



OIMB-NGMD06 Issuance of PERMIT TO OPERATE AND MAINTAIN (POM) for Downstream Natural Gas Facilities

OIMB-NGMD07 Issuance of the Participant Accreditation for SUPPLIER

OIMB-NGMD08 Issuance of the Participant Accreditation for AGGREGATOR

OIMB-NGMD09 Issuance of the Participant Accreditation for RESELLER

OIMB-NGMD10 Issuance of the Participant Accreditation for BUNKER TRADER

OIMB-NGMD11 Issuance of the Acknowledgement to EXPORT LIQUEFIED NATURAL GAS (ATE-LNG)

OIMB-NGMD12 Issuance of the Acknowledgement to IMPORT LIQUEFIED NATURAL GAS (ATI-LNG)

OIMB-NGMD13 Issuance of APPROVAL OF ASSIGNMENT OR TRANSFER OF PERMIT for Downstream Natural Gas Facilities

OIMB-NGMD14 Issuance of APPROVAL OF CHANGE IN CONTROL for Downstream Natural Gas Facilities

OIMB-NGMD15 Issuance of APPROVAL OF DECOMMISSIONING AND ABANDONMENT for Downstream Natural Gas Facilities

OIMB-NGMD16 Issuance of EXTENSION OF PERMIT VALIDITY for Downstream Natural Gas Facilities

OIMB-NGMD17 Issuance of SPECIAL PERMIT for Downstream Natural Gas Facilities

Retail Market Monitoring and Special Concerns Division (RMMSCD)

External Services

OIMB-RMMSCD01 Application for Registration - Prior to Commencement of LPG Facility Construction

OIMB-RMMSCD02 Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename

OIMB-RMMSCD03 Application for Registration by a Refiller - Authority to Fill Third-Party Trademark or Tradename

OIMB-RMMSCD04 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

OIMB-RMMSCD05 Application for Registration by a Trademark Owner or Marketer - LPG Seal

OIMB-RMMSCD06 Application for Registration - Bulk Consumer

OIMB-RMMSCD07 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

OIMB-RMMSCD08 Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge

OIMB-RMMSCD09 Issuance of License to Operate (LTO) for Trademark Owner or Marketer

OIMB-RMMSCD10 Issuance of License to Operate (LTO) for LPG Refiller

OIMB-RMMSCD11 Issuance of License to Operate (LTO) for LPG Dealer

OIMB-RMMSCD12 Issuance of License to Operate (LTO) for LPG Retailer

OIMB-RMMSCD13 Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator

OIMB-RMMSCD14 Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator



OIMB-RMMSCD15 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

OIMB-RMMSCD16 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

OIMB-RMMSCD17 Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)

OIMB-RMMSCD18 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlet (TSRO)

OIMB-RMMSCD19 Issuance of Certification for Hauler (Own-Use)

OIMB-RMMSCD20 Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Energy Policy and Planning Bureau (EPPB)

External Services

EPPB-OD02 Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, other Agencies and Institutions (Local and International)

Planning Division (PD)

External Services

EPPB-PD01 Data Request Process (Simple Transaction)

EPPB-PD02 Data Request Process (Complex Transaction)

Policy Formulation and Research Division (PFRD)

External Services

EPPB-PFRD01 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients

EPPB-PFRD02 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients

Electric Power Industry Management Bureau (EPIMB)

External Services

EPIMB-PMDD01 Processing and Evaluation of Application for Direct Connection

Power Planning and Development Division (PPDD)

External Services

EPIMB-PPDD01 Certificate of Endorsement to Energy Regulatory Commission (COE-ERC)

EPIMB-PPDD02 Clearance to Undertake System Impact Study (SIS)

EPIMB-PPDD03 Letter of Endorsement to National Commission on Indigenous Peoples (NCIP) for the issuance of Certification of Pre-Condition (CP)/ Certificate of Non-Overlap (CNO) for Generation Facilities

EPIMB-PPDD04 Endorsement to Board of Investments (BOI)

EPIMB-PPDD05 Endorsement to Philippine National Police (PNP)

EPIMB-PPDD06 Issuance of Certificate of Endorsement for Point-to-Point Limited Transmission Facilities for Generation Facilities

EPIMB-PPDD07 Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects



EPIMB-PPDD08 Issuance of Certificate of Endorsement to the Department of Justice (DOJ) for Non-Immigrant Visa Application

Information Services Division (ISD)

External Services

ITMS-ISD01 Provision of Infographics Services

ITMS-ISD02 Provision of Geomatics Services (1 Thematic Map)

ITMS-ISD03 Verification of the Area of Interest (AOI) for the Small-Scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance

ITMS-ISD04 Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey

ITMS-ISD05 Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

ITMS-ISD06 Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

ITMS-ISD07 Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

Information and Data Management Division (IDMD)

External Services

ITMS-IDMD01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for 1-50 data items)

ITMS-IDMD01-01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for more than 50 data items)

ITMS-IDMD02 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for 1-50 data items)

ITMS-IDMD02-01 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for more than 50 data items)

ITMS-IDMD03 Provision of Renewable Energy Data and Information through the Energy Data Center (for 1-50 data items)

ITMS-IDMD03-01 Provision of Renewable Energy Data and Information through the Energy Data Center (for more than 50 data items)

ITMS-IDMD05 Receiving of Incoming Documents (For Single Transaction)

ITMS-IDMD06 Request for Information (under the Freedom of Information (FOI)) - 15 Working Days

ITMS-IDMD06-01 Request for Information (under the Freedom of Information (FOI)) - With extensive research - 35 Working Days

ITMS-IDMD07 Authentication of Documents (For Single Request - 1 to 1,500 pages)

ITMS-IDMD07-01 Authentication of Documents (For Single Request - more than 1,500 pages)

General Legal Services Division (GLSD)

External Services



LS-GLSD01 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)

General Services Division (GSD)

External Services

AS-GSD01 Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

Human Resource Management Division (HRMD)

External Services

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

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

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

Treasury Division (TD)

External Services

AS-TD01 Disbursement of Fund through Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) - for Non-LBP account holder

AS-TD02 Collection of Fees and Charges

AS-TD03 Disbursement of Fund Through Electronic Modified Disbursement System (EMDS) (for LBP account holder)

AS-TD04 Disbursement of Fund Through Check Issuance

AS-TD05 Enrollment of Creditor's Account to the Electronic Modified Disbursement System (for Landbank account holder)

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

External Services

ERTLS-GRFTLD01 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TEN (10) WORKING DAYS

ERTLS-GRFTLD01-01 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTEEN (15) WORKING DAYS

ERTLS-GRFTLD01-02 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY (20) WORKING DAYS

ERTLS-GRFTLD01-03 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY-FIVE (25) WORKING DAYS

ERTLS-GRFTLD01-04 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY (30) WORKING DAYS

ERTLS-GRFTLD01-05 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY-FIVE (35) WORKING DAYS

ERTLS-GRFTLD01-06 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY (40) WORKING DAYS

ERTLS-GRFTLD01-07 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY-FIVE (45) WORKING DAYS

ERTLS-GRFTLD01-08 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY (50) WORKING DAYS



ERTLS-GRFTLD01-09 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY-FIVE (55) WORKING DAYS

ERTLS-GRFTLD01-10 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY (60) WORKING DAYS

ERTLS-GRFTLD01-11 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY-FIVE (65) WORKING DAYS

Lighting and Appliance Testing Division (LATD)

External Services

ERTLS-LATD01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD01-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD02 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD02-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD03 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD03-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD04 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD04-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD05 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD05-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD06 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD06-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD07-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Led Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per



Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD07-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD08-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10



per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD08-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD09 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD09-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD09-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD10 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD10-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD10-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD10-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD10-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD10-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD11-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD11-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing



Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD11-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD12 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD12-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD12-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD12-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD13 Energy Performance Testing of Television Sets (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD13-01 Energy Performance Testing of Television Sets (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD13-02 Energy Performance Testing of Television Sets (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD13-03 Energy Performance Testing of Television Sets with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System



ERTLS-LATD14 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD14-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD14-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD15 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Manual Processing

ERTLS-LATD15-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Manual Processing

ERTLS-LATD16 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing

ERTLS-LATD16-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing

ERTLS-LATD17 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing

ERTLS-LATD17-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing

ERTLS-LATD18 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing

ERTLS-LATD18-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing

ERTLS-LATD19 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Manual Processing

ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Manual Processing

ERTLS-LATD20 Calibration of Temperature Instruments for External Customers for (1 to 5 Calibration Points) through Manual Processing

ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Manual Processing

ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating



Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing



ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing

ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of



Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing

ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing



ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing

ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing

ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing

ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing

ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing

ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing

ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing

ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing

ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing



ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing



Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing

ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing

ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing

ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Manual Processing

ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Manual Processing

ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing

ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing



ERTLS-LATD27-01 Energy Performance Testing of Television Sets(For 2 Samples) through Manual Processing

ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing

ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing

ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing

ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing

ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing

Department of Energy - Luzon Field Office

External Services

LFO-EIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (LFROs)

LFO-EIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

LFO-EIMD03 Issuance of Certification for Hauler (Hauler Own-Use at Retail Level)

LFO-EIMD04 Issuance of License to Operate (LTO) for Refiller

LFO-EIMD05 Issuance of License to Operate (LTO) for Dealer

LFO-EIMD06 Issuance of License to Operate (LTO) for Retailer

LFO-EIMD07 Issuance of License to Operate (LTO) for Independent Hauler

Energy Resource Development Division (LFO-ERDD)

External Services

LFO-ERDD01 Issuance of Certificate of Accreditation as Coal End-User (CEU)

LFO-ERDD02 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

LFO-ERDD03 Issuance of Coal Transport Permit (CTP)

Oil Industry Management Division (LFO-OIMD)

External Services

LFO-OIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (LFROs)

LFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

LFO-OIMD03 Issuance of Certification for Hauler (Hauler Own-Use at Retail Level)

LFO-OIMD04 Issuance of License to Operate (LTO) for Refiller

LFO-OIMD05 Issuance of License to Operate (LTO) for Dealer

LFO-OIMD06 Issuance of License to Operate (LTO) for Retailer

LFO-OIMD07 Issuance of License to Operate (LTO) for Independent Hauler

LFO-OIMD08 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlets (TSROs)

LFO-OIMD09 Issuance of Certification for LGU Permit / License / Clearance



Energy Resource Development Division (VFO-ERDD)

External Services

- VFO-ERDD01 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit
- VFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New
- VFO-ERDD03 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – Renewal
- VFO-ERDD04 Issuance of Certificate of Accreditation for Coal End-User (CEU)
- VFO-ERDD05 Issuance of Certificate of Accreditation for Coal End-User (CEU) – Renewal
- VFO-ERDD06 Issuance of Coal Transport Permit (CTP)

Legal Section (VFO-Legal)

External Services

- VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

VFO - Cashier

External Services

- VFO-OD02 Payment of Fees and Fines
- VFO-OD02 Payment of Fees and Fines

Oil Industry Management Division (VFO-OIMD)

External Services

- VFO-OIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets
- VFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets
- VFO-OIMD03 Issuance of LGU Permit Certification
- VFO-OIMD04 Issuance of Certificate of Registration
- VFO-OIMD05 Issuance of License to Operate (LTO) for Liquefied Petroleum Gas (LPG) Establishments
- VFO-OIMD06 Issuance of Certification for Hauler (Own-use)
- VFO-OIMD07 Issuance of Certification for Status of DOI Participants

Energy Resource Development Division (MFO-ERDD)

External Services

- MFO-ERDD01 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders – New and Renewal
- MFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent New and Renewal
- MFO-ERDD03 Issuance of Certificate of Accreditation as Coal End-User (CEU)
- MFO-ERDD04 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal
- MFO-ERDD05 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit
- MFO-ERDD06 Issuance of Coal Transport Permit (CTP)



Office of the Director (MFO-OD)

External Services

MFO-OD01 Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

MFO-OD08 Endorsement of the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

MFO-OD10 Legal Clearance (Certificate of No Violations)

Oil Industry Management Division (MFO-OIMD)

External Services

MFO-OIMD01 Issuance of Certification for Hauler (Retail Outlet-Own Use)

MFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

MFO-OIMD03 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

MFO-OIMD04 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

MFO-OIMD05 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

MFO-OIMD06 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

MFO-OIMD07 Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

MFO-OIMD08 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

MFO-OIMD09 Issuance of License To Operate (LTO) for Centralized LPG Piping System

MFO-OIMD10 Issuance of Certification for Registration - LPG Bulk Consumer

MFO-OIMD11 Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs)

MFO-OIMD12 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

MFO-OIMD13 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

Policy Formulation and Research Division

External Services

EPPB-PFRD02 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients (Highly Technical Transaction)

Biomass Energy Management Division (BEMD)

Internal Services

REMB-BEMD01 Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility

Oil Industry Management Bureau (OIMB)



Internal Services

OIMB-OD01 - Request from Bureaus, Services, Division and Unit within DOE for Oil Industry Data / Statistics / Information

Natural Gas Management Division (NGMD)

Internal Services

OIMB-NGMD18 Request for Downstream Natural Gas Industry Data/Statistics/Information

EPPB, Office of the Director

Internal Services

EPPB-OD01 Provision of Data/Information to Other DOE Bureaus/Services/Offices

Information Technology and Management Services (ITMS)

Internal Services

ITMS-ITD01 ICT Service Request

ITMS-ITD02 Account Service Request

ITMS-ITD03 Document Validation

ITMS-ITD04 Uploading/Posting of Energy Information thru the DOE Website/Portal

Information and Data Management Division (IDMD)

Internal Services

ITMS-IDMD04 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for 1-50 data items)

ITMS-IDMD04-01 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for more than 50 data items)

ITMS-IDMD08 Publication of DOE Issuances (For single request)

ITMS-IDMD09 Messengerial Delivery Service (For single request)

ITMS-IDMD10 Mailing/Postal Services (For single request)

Budget Division (BD)

Internal Services

FS-BD01 Request for Service (RFS) / Purchase Request (PR)

FS-BD02 Processing of Obligation Request and Status (ORS)

Accounting Division (AD)

Internal Services

FS-AD01 Liquidation of Cash Advances (CA) for Special Purpose / Time-Bound Undertakings and Local and Foreign Travel

FS-AD02 Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)

FS-AD03 Payment of Claims Other Than Travel

General Legal Services Division (GLSD)

Internal Services

LS-GLSD02 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)



Administrative Services (AS)

Internal Services

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

General Services Division (GSD)

Internal Services

AS-GSD02 Request for Audio-Visual Room (AVR) Reservation

AS-GSD03 Request for Service Vehicle (GSD Pooled)

AS-GSD04 Request of Repair and Maintenance Services (Thru Petty Cash)

AS-GSD05 Request of Repair and Maintenance Services (Thru BAC Procurement)

AS-GSD06 Request for Supplies and Materials

Human Resource Management Division (HRMD)

Internal Services

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

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

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

AS-HRMD04 Issuance of Service Record and other Employee Certification

AS-HRMD05 Processing of Applications for Magna Carta Eligibility

AS-HRMD06 Processing of Applications for GSIS Retirement/Separation

AS-HRMD07 Processing of Applications for GSIS Loan

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

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

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

AS-HRMD11 Processing of Personnel Development Nomination

Treasury Division (TD)

Internal Services

AS-TD06 Request for Petty Cash

AS-TD07 Disbursement of Provident Benefits and Loan Proceeds

Procurement Management Division (PMD)

Internal Services

AS-PMD01 Request for Certification of various PMD Documents

AS-PMD02 Numbering and Monitoring of Purchase Requests

AS-PMD03 Request for Inclusion in Supplemental APP

AS-PMD04 Procurement thru Section 34: Small Value Procurement

AS-PMD05 Procurement thru Competitive Bidding

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

Internal Services



ERTLS-GRFTLD01-12 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TEN (10) WORKING DAYS

ERTLS-GRFTLD01-13 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTEEN (15) WORKING DAYS

ERTLS-GRFTLD01-14 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY (20) WORKING DAYS

ERTLS-GRFTLD01-15 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY-FIVE (25) WORKING DAYS

ERTLS-GRFTLD01-16 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY (30) WORKING DAYS

ERTLS-GRFTLD01-17 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY-FIVE (35) WORKING DAYS

ERTLS-GRFTLD01-18 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY (40) WORKING DAYS

ERTLS-GRFTLD01-19 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY-FIVE (45) WORKING DAYS

ERTLS-GRFTLD01-20 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY (50) WORKING DAYS

ERTLS-GRFTLD01-21 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY-FIVE (55) WORKING DAYS

ERTLS-GRFTLD01-22 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY (60) WORKING DAYS

ERTLS-GRFTLD01-23 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY-FIVE (65) WORKING DAYS

Lighting and Appliance Testing Division (LATD)

Internal Services

ERTLS-LATD29 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD29-01 Calibration of Electrical Instruments for Internal Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD30 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD30-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ERTLS-LATD31 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Manual Processing

ERTLS-LATD31-01 Calibration of Electrical Instruments for Internal Customers (for Additional Point) through Manual Processing

ERTLS-LATD32 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing



ERTLS-LATD32-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Manual Processing

Legal Section (VFO-Legal)

Internal Services

VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

Office of the Director (MFO-OD)

Internal Services

MFO-OD02 Processing of Petty Cash

MFO-OD03 Processing of Procurements under RA 12009 The "Government Procurement Reform Act"

MFO-OD04 Processing of Transportation and Logistics

MFO-OD05 Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

MFO-OD07 Processing of Requisition and Issue Slip (RIS) of Supplies and Materials

MFO-OD09 Issuance of Legal Advice

Administrative Officer II, MFO; Office of the Director (MFO-OD)

Internal Services

MFO-OD06 Processing of Issuance of Check (DV) Related to Local and Foreign Travels



Investment Promotion Office (IPO)

External Services



1. EO-IPO01 Provision of Investor Assistance and Support (Information Requests Through Phone Calls, Emails, Viber, or Walk-in)

ISO 9001:2015 Certified

The Investor Assistance and Support service provides energy-related information to individuals and various organizations. Managed by the Investment Promotion Office, the service handles requests received through phone calls, emails, Viber, or walk-in — from initial inquiry and data gathering to the preparation, approval, and delivery of the requested information.

Office or Division:	Investment Promotion Office (IPO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector.			
Operating Hours:	8:00 AM - 5:00 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. Investor requests information and IPO prepares the information needed. Location: 3/F PNOC Building 5, Energy Center, Rizal Drive, BGC Email : ipo@doe.gov.ph Viber : 09178608871 Phone Number : 02 8840 2255 / 02 8840 2252	1. IPO Chief / Staff prepares and transmits the information needed by the investor with the link to the IPO – CSM and records the transaction in the IASR, if the information is available at the IPO. If the information is not available at the IPO, the IPO Chief / Staff endorses the request to the concerned units.	None	3 hour/s	• IPO Chief, Supervising Science Research Specialist, Senior Science Research Specialist, Science Research Specialist II, Science Research Specialist I, Science Research Analyst; Investment Promotion



				Office (IPO)
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. EO-IPO01 Provision of Investor Assistance and Support (Request for Information Through Phone Calls)

ISO 9001:2015 Certified

The Investor Assistance and Support service provides energy-related information to individuals and various organizations. Managed by the Investment Promotion Office, the service handles requests from initial inquiry and data gathering to the preparation, approval, and delivery of the requested information.

Office or Division:	Investment Promotion Office (IPO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector.			
Operating Hours:	8:00 AM - 5:00 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. Investor requests information through phone call. Location: 3/F PNOC Building 5, Energy Center, Rizal Drive, BGC Phone Number : 02 8840 2255 / 02 8840 2252	1. IPO Chief / Staff prepares and provides the information needed by the investor.	None	30 minute/s	IPO Chief, Supervising Science Research Specialist, Senior Science Research Specialist, Science Research Specialist II, Science Research Specialist I, Science Research Analyst; Investment Promotion



				Office (IPO)
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		



3. EO-IPO02 Provision of Investor Assistance and Support (Request for Information Through Walk-in)

ISO 9001:2015 Certified

The Investor Assistance and Support service provides energy-related information to individuals and various organizations. Managed by the Investment Promotion Office, the service handles requests from initial inquiry and data gathering to the preparation, approval, and delivery of the requested information.

Office or Division:	Investment Promotion Office (IPO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector.			
Operating Hours:	8:00 AM - 5:00 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. Investor walks in and fills out the Investor Assistance and Support Request (IASR) form. Location: 3/F PNOC Building 5, Energy Center, Rizal Drive, BGC	1. IPO Chief / Staff prepares and provides the information needed by the investor. IPO Chief / Staff requests the investor to respond to the IPO Client Satisfaction Measurement (IPO-CSM). The investor fills out the IPO-CSM.	None	3 hour/s	IPO Chief, Supervising Science Research Specialist, Senior Science Research Specialist, Science Research Specialist II, Science Research Specialist I, Science Research Analyst; Investment Promotion



				Office (IPO)
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		



4. EO-IPO03 Provision of Investor Assistance and Support (Requests for Information Through Emails or Viber)

ISO 9001:2015 Certified

The Investor Assistance and Support service provides energy-related information to individuals and various organizations. Managed by the Investment Promotion Office, the service handles requests from initial inquiry and data gathering to the preparation, approval, and delivery of the requested information.

Office or Division:	Investment Promotion Office (IPO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector.			
Operating Hours:	8:00 AM - 5:00 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. Investor requests information through email or Viber. Location: 3/F PNOC Building 5, Energy Center, Rizal Drive, BGC Email : ipo@doe.gov.ph	1. IPO Chief / Staff prepares the information needed by the investor. IPO Chief / Staff transmits the information to the investor with the link to the IPO Client Satisfaction Measurement (IPO-CSM).	None	1 working day/s	IPO Chief, Supervising Science Research Specialist, Senior Science Research Specialist, Science Research Specialist II, Science Research Specialist I, Science Research Analyst; Investment Promotion



				Office (IPO)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



5. EO-IPO04 Provision of Investor Assistance and Support (Request for Face-to-Face or Virtual Meetings Through Phone Calls, Emails, or Viber)

ISO 9001:2015 Certified

The Investor Assistance and Support service facilitates face-to-face or virtual meetings for individuals and various entities. Requests received through phone calls, emails, or Viber are processed by scheduling the meeting, sending an online appointment invitation, and providing the meeting link to the investor.

Office or Division:	Investment Promotion Office (IPO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Individuals / entities who seek assistance in doing investments in the energy sector.			
Operating Hours:	8:00 AM - 5:00 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. Investor requests for a face-to-face or virtual meeting. Location: 3/F PNOC Building 5, Energy Center, Rizal Drive, BGC Email : ipo@doe.gov.ph Phone Number : 02 8840 2255 / 02 8840 2252	1. IPO Staff sets the meeting, informs the concerned units, if applicable, and sends the meeting details and the link to the IPO-CSM, and records the transaction in the IASR.	None	1 working day/s	Supervising Science Research Specialist, Senior Science Research Specialist, Science Research Specialist II, Science Research Specialist I, Science Research Analyst; Investment Promotion



				Office (IPO)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Consumer Welfare and Promotion Office (CWPO)

External Services



1. EO-CWPO01 Concerns Handling Process for Online Customers

ISO 9001:2015 Certified

Online customers lodge concerns through the DOE-CWPO's official email address. Referrals from relevant agencies (DTI, CSB, Hotline 8888 portal, DOE 8888 email, DOE Infocenter) are also considered online transactions.

Office or Division:	Consumer Welfare and Promotion Office (CWPO)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Details of Concern (Sample: Registered Customer Name, Address, Account Information)			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Customer lodges concern Location: Online: cwpo@doe.gov.ph	1.1. Check for unattended concerns. Analyze concerns and identify appropriate action	None	1 hour/s, 15 minute/s	• Science Research Specialist ; Consumer Welfare and Promotion Office (CWPO)
	1.2. Formulate appropriate response (provide information/advice, endorse to concerned offices). Communicate the appropriate response to the customer		30 minute/s	• Science Research Specialist ; Consumer Welfare and Promotion Office (CWPO)



	1.3. Record the transaction in the database		15 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
General Remarks Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed. 2. Concerned Offices have their own process flow for addressing the endorsed concerns.				
Total Processing Time:		Working Days: 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. EO-CWPO02 Concerns Handling Process for Walk-In Customers

ISO 9001:2015 Certified

Walk-in customers personally lodge concerns at the Department of Energy – Consumer Welfare and Promotion Office without the need for appointment.

Office or Division:	Consumer Welfare and Promotion Office (CWPO)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-out Concern Form (1) Original Copy			Department of Energy - Consumer Welfare and Promotion Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Customer lodges concern to the CWPO Office and fill-out the provided Concern Form Location: CONSUMER WELFARE & PROMOTION OFFICE Department of Energy 2nd/F DOE Annex Bldg., Energy Center, 34 th Street, Bonifacio Global City, Taguig City 1632	1.1. Receive concerns and interview customer	None	30 minute/s	• Science Research Specialist ; Consumer Welfare and Promotion Office (CWPO)
	1.2. Evaluate/assess data, information, and evidence provided		1 hour/s, 15 minute/s	• Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.3. Formulate recommendations		30 minute/s	• Science Research



	with the participation of the customer and secure approval from the Division Chief			Specialist, Division Chief; Consumer Welfare and Promotion Office (CWPO)
	1.4. Discuss the final recommendation with the customer as approved by the Division Chief			30 minute/s • Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
2. Customer concurs with the recommendation and action to be taken Location: CONSUMER WELFARE & PROMOTION OFFICE Department of Energy 2nd/F DOE Annex Bldg., Energy Center, 34 th Street, Bonifacio Global City, Taguig City 1632	2. Record the transaction in the database	None	15 minute/s	• Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
General Remarks Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed. 2. Concerned Offices have their own process flow for addressing the endorsed concerns.				
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		



3. EO-CWPO03 Concerns Handling Process for Live Customers (Through Phone Calls, SMS, Chat, Viber, and Similar Platforms)

ISO 9001:2015 Certified

Live customers are those who lodge concerns through the DOE-CWPO's official telephone numbers, or via available SMS and Viber numbers, and other similar platforms that are collected and delivered to CWPO.

Office or Division:	Consumer Welfare and Promotion Office (CWPO)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Details of Concern (Sample: Registered Customer Name, Address, Account Information)			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Customer lodges concern/s Location: For Live Transactions: 8479 2900 loc 329/8840 2267	1.1. Receive concern/s and engage in live conversation with the customer	None	45 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.2. Analyze concern/s and identify appropriate action		1 hour/s, 15 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)



	1.3. Formulate appropriate response (provide information/advice, endorse to the concerned office/s		30 minute/s	• Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.4. Communicate the appropriate response to the customer via live communication		15 minute/s	• Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.5. Record the transaction in the database		15 minute/s	• Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
General Remarks Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed. 2. Concerned Offices have their own process flow for addressing the endorsed concerns.				
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		



4. EO-CWPO04 Concerns Handling Process for Post Mail Transactions

ISO 9001:2015 Certified

Post mail customers send concerns through letters and parcels that are collected and delivered to CWPO.

Office or Division:	Consumer Welfare and Promotion Office (CWPO)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Individuals with concern/s on energy-related services, energy-consuming products, and other related concerns			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Details of Concern (Sample: Registered Customer Name, Address, Account Information)			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Customer lodges concern Location: Please address to: CONSUMER WELFARE & PROMOTION OFFICE Department of Energy 2nd/F DOE Annex Bldg., Energy Center, 34th Street, Bonifacio Global City, Taguig City 1632	1.1. Receive and record concern	None	15 minute/s	Admin Aide, Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.2. Analyze concern/s and identify appropriate action		1 hour/s, 15 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)



	1.3. Draft communication (acknowledgement endorsement, and/or advice/response)	3 hour/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.4. Review and approval of the prepared communication	1 hour/s, 45 minute/s	Supervising Science Research Specialist / Division Chief; Consumer Welfare and Promotion Office (CWPO)
	1.5. Finalize communication for signature of Supervising Official	30 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
	1.6. Submit communication to Supervising Official for signature	1 working day/s	Supervising Official; Consumer Welfare and Promotion Office (CWPO)
	1.7. Record and transmit communication to concerned office/s and customer	1 hour/s	Admin Aide/Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)



	1.8. Record/Update the transaction in the database		15 minute/s	Science Research Specialist; Consumer Welfare and Promotion Office (CWPO)
General Remarks Note: 1. CWPO continuously monitors concerns endorsed to other offices until addressed. 2. Concerned Offices have their own process flow for addressing the endorsed concerns.				
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Public Affairs Office (PAO)

External Services



1. EO-PAO01 Arrangement of Phone and On-Cam Interviews with Media

The Public Affairs Office (PAO) is responsible for promoting the Department's initiatives to inform and engage the public. This includes arranging interviews with radio, television, and print media to maximize outreach.

The PAO identifies newsworthy Department activities, coordinates with media contacts, and selects the most effective format and platform for each interview. By managing logistics and preparing briefing materials, the PAO ensures that messaging is clear, consistent, and aligned with the Department's priorities. After each interview, the office assesses its impact to continuously improve public engagement efforts.

Office or Division:	Public Affairs Office (PAO)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All public and private media outlets, including feature magazines, industry journals, and online publications, can access this service.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Formal Request Letter (via chat, e-mail, or hard copy letter) (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>To facilitate interview arrangements, media outlets must submit a formal request to the Public Affairs Office's media relations team. Requests can be sent via message, phone call, or email, and should include relevant details such as the interview topic, preferred schedule, and specific resource person (if applicable). The Public Affairs Office's official email address for all media inquiries is doe.media@doe.gov.ph. This contact ensures that requests are efficiently processed and that the appropriate resource personnel are assigned to meet media needs.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Request to PAO Location:	1.1. Confirmation and acknowledgment of request. Validation of the request before	None	30 minute/s	Administrative Officer; Public Affairs



Email to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632 Notes/Instruction: E-mail a formal request with all necessary and important details to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632	forwarding to the Public Affairs Head. 1.2. Public Affairs Head discusses the requested interview and issues to be discussed with the Secretary. Subsequently, if it conflicts with the Secretary's schedule, or the Spokesperson is unavailable to take the interview, it would immediately be referred to the concerned Undersecretary, Assistant Secretary, or Director. Upon their acceptance/ approval. 1.3. PAO informs client of confirmed schedule, resource person, and interview details, and request is closed.		7 hour/s 30 minute/s	Office (PAO) - Public Affairs Head; Public Affairs Office (PAO) - Administrative Officer; Public Affairs Office (PAO)
General Remarks Interviews are arranged based on the availability of designated resource persons, ensuring that the most suitable spokesperson is accessible for timely and effective communication. Note: PAO Staff will assist the media in setting up the interview areas. For accepted interviews via Zoom, the PAO Staff will set up a meeting link 15 minutes before the actual date of the interview.				
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. EO-PAO02 Tri-Media and Stakeholders Inquiries

The Department of Energy (DOE) of the Philippines is mandated to inform and engage the public on energy-related matters as part of its broader responsibilities. This mandate is grounded in Republic Act No. 7638, also known as the Department of Energy Act of 1992, which directs the DOE to "prepare, integrate, coordinate, supervise, and control all plans, programs, projects, and activities of the Government relative to energy exploration, development, utilization, distribution, and conservation."

The DOE's mission underscores its commitment to transparency and public engagement:

"We at the Department of Energy, in partnership with our stakeholders, shall improve the quality of life of the Filipino by formulating and implementing policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably-priced energy."

Further reinforcing this commitment, the Freedom of Information (FOI) Program, established under Executive Order No. 02, s. 2016, mandates all government agencies, including the DOE, to uphold the constitutional right of citizens to access information on matters of public concern through full public disclosure.

Office or Division:	Public Affairs Office (PAO)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All public and private media outlets, including feature magazines, industry journals, and online publications, as well as individual citizens, and other government offices can access this service.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Formal Request Letter (via chat, e-mail, or hard copy letter) (1) Original Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> To facilitate interview arrangements, media outlets must submit a formal request to the Public Affairs Office's media relations team. Requests can be sent via message, phone call, or email, and should include relevant details such as the interview topic, preferred schedule, and specific resource person (if applicable). The Public Affairs Office's official email address for all media inquiries is doe.media@doe.gov.ph. This contact ensures that requests are efficiently processed and that the appropriate resource personnel are assigned to meet media needs. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632		



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Inquiry Location: Email to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632 Notes/Instruction: E-mail a formal request with all necessary and important details to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632	1.1. Administrative Officer acknowledges the inquiry and identifies the Bureau or Office and the specific person to whom the inquiry should be addressed.	None	1 working day/s	Administrative Officer; Public Affairs Office (PAO)
	1.2. Administrative Officer Endorses inquiry to specific Bureau or Office and starts coordination with identified person in charge.		1 working day/s	Administrative Officer; Public Affairs Office (PAO)
	1.3. Reply is sent to client.		1 working day/s	Administrative Officer; Public Affairs Office (PAO)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. EO-PAO03 Media Sends in Sponsorship or Solicitation Letter

The Department of Energy (DOE) of the Philippines is mandated to inform and engage the public on energy-related matters as part of its broader responsibilities. This mandate is grounded in Republic Act No. 7638, also known as the Department of Energy Act of 1992, which directs the DOE to "prepare, integrate, coordinate, supervise, and control all plans, programs, projects, and activities of the Government relative to energy exploration, development, utilization, distribution, and conservation."

The DOE's mission underscores its commitment to transparency and public engagement:

"We at the Department of Energy, in partnership with our stakeholders, shall improve the quality of life of the Filipino by formulating and implementing policies and programs to ensure sustainable, stable, secure, sufficient, accessible and reasonably-priced energy."

Further reinforcing this commitment, the Freedom of Information (FOI) Program, established under Executive Order No. 02, s. 2016, mandates all government agencies, including the DOE, to uphold the constitutional right of citizens to access information on matters of public concern through full public disclosure.

Office or Division:	Public Affairs Office (PAO)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	All public and private media outlets can access this service. Requests for partnerships, sponsorships, and solicitations are subject to evaluation.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Formal Request Letter (via chat, e-mail, or hard copy letter) (1) Original Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>To facilitate interview arrangements, media outlets must submit a formal request to the Public Affairs Office's media relations team. Requests can be sent via message, phone call, or email, and should include relevant details such as the interview topic, preferred schedule, and specific resource person (if applicable). The Public Affairs Office's official email address for all media inquiries is doe.media@doe.gov.ph. This contact ensures that requests are efficiently processed and that the appropriate resource personnel are assigned to meet media needs.</i> <i>For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632</i>		



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Sponsorship Letter Location: Email to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632 Notes/Instruction: E-mail a formal request with all necessary and important details to doe.media@doe.gov.ph or message to any DOE social media sites with handle @doegovph. For hardcopy letters, please send to Public Affairs Office, Department of Energy, 4F PNOC V, Energy Center, BGC, Taguig City 1632	1.1. Public Affairs Office will receive and acknowledge the letter of sponsorship or solicitation from requesting agencies.	None	1 working day/s	Administrative Officer; Public Affairs Office (PAO)
	1.2. Public Affairs Office acts on the request responding through a written reply.		1 working day/s	Public Affairs Head; Public Affairs Office (PAO)
	1.3. Signed letter will be transmitted by Public Affairs Officer to the requesting agency.		1 working day/s	Administrative Officer; Public Affairs Office (PAO)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Petroleum Resources Development Division (PRDD)

External Services



1. ERDB-PRDD01 Issuance of Letter of Confirmation for Posting of Performance Bond

Submission of Petroleum Service Contractors' Performance Bond pursuant to Presidential Decree (PD) No. 87 and Section VII of the Petroleum Service Contract

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter to be addressed to the Department of Energy (DOE) - Supervising Undersecretary of the Energy Resource Development Bureau (ERDB)</i>				
2. Performance Bond (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Requirements Location: Receiving Area, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction:	1.1. Official receiving of application documents	None	1 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)		2 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to		2 hour/s	• Executive Assistant;



An application can be approved/disapproved based on the evaluation made by the Petroleum Research Development Division (PRDD)	Petroleum Resources Development Division (PRDD)		ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	1 hour/s	Supervising Science Research Specialist ; Petroleum Resources Development Division (PRDD)
	1.6. Technical Evaluation for the posting of performance bond for the fulfillment of work commitment/s	1 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum and letter of the evaluated application to the Senior Science Research Specialist	1 hour/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.8. Endorsement of the Memorandum and letter to the Supervising Science Research Specialist	1 hour/s	Senior Science Research Specialist; Petroleum Resources Development Division (PRDD)



	1.9. Endorsement of Memorandum and letter to the Chief Science Research Specialist		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.10. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)		1 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.11. Approval/Disapproval of the posting of the performance bond		1 hour/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Database logging of posted performance bond of all petroleum service contractors		1 hour/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.13. Issuance of document to client		1 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. ERDB-PRDD02 Issuance of Tax-Exemption Certificate

Issuance of Tax-Exemption Certificate under Presidential Decree (PD) No. 87

Office or Division:	Petroleum Resources Development Division (PRDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Existing Petroleum Service Contractors
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Letter must be addressed to Department of Energy (DOE) - Energy Resource Development Bureau (ERDB) Director</i>	
2. Application Form (4) Certified True Copy	Department of Energy - Energy Resource Development Bureau (ERDB) - Petroleum Resources Development Division (PRDD)
<i>Remarks:</i> <i>Form (Annexes in Department Circular (DC) No. DC2018-03-006) must be duly signed by company representative, notarized, and sealed by Notary Public</i>	
3. Purchase Order or Proforma/Commercial invoice, user's, justification (1) Original Copy	Applicant / Client
4. Packing List, if possible (1) Original Copy	Applicant / Client
5. Specification List (applicable for vessels, rigs, and helicopters) (1) Original Copy	Applicant / Client
6. Computation of taxes waived (1) Original Copy	Applicant / Client



7. TEC Numbering (1) Original Copy		Department of Energy - Energy Resource Development Bureau (ERDB) - Petroleum Resources Development Division (PRDD)		
For Situational Requirement				
A. Additional Requirement For Exportation:				
A.1. Picture of Item/s (1) Original Copy		Applicant / Client		
A.2. TEC Qualification (1) Photo Copy		Applicant / Client		
B. Additional Requirement for Disposal, Donation, Sale or Transfer:				
B.1. List of Items Cost Recovered Percentage (1) Original Copy		Applicant / Client		
B.2. Approved Letter of Disposal, Sale, or Transfer (1) Original Copy		Department of Energy - Energy Resource Development Division (ERDB) - Petroleum Resources Development Division (PRDD)		
B.3. TEC Qualification (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE (Designation; Office)
1. Request for Order of Payment Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	1.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	1 hour/s	• Administrat ive Staff; Petroleum Resources Developme nt Division (PRDD)
	1.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		1 hour/s	• Supervisin g Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	1.3. Issue the Order of Payment to the		2 hour/s	• Accounting Staff;



	client			Accounting Division (AD)
2. Request numbering of TEC application Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	2. Numbering of TEC application	None	1 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	3.1. Process of Payment Fee	Standard Fees Breakdown: Standard Fee per Application or based on : PHP 750 Total: PHP 750	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Issuance of Official Receipt		2 hour/s	Collection Officer; Treasury Division (TD)
4. Submission of complete application requirements Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>If legal requirements are not satisfied: DOE</i>	4.1. Official receiving of application documents	None	2 hour/s	Records Officer; Records Management Division (RMD)
	4.2. Transmittal of application to Energy Resource Development Bureau (ERDB)		2 hour/s	Records Officer; Records Management Division (RMD)
	4.3. Endorsement of application to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of



informs or sends letter to Service Contractor giving reason for disapproval		the Director
	4.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.6. Technical Evaluation	3 working day/s Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.7. Endorsement of Memorandum and letter to Senior Science Research Specialist	2 hour/s Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.8. Endorsement of the Memorandum and letter to the Supervising Science Research Specialist	2 hour/s Senior Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.9. Endorsement of the Memorandum and	2 hour/s Supervising Science



letter to the Division Chief		Research Specialist; Petroleum Resources Development Division (PRDD)
4.10. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
4.11. Approval of Memorandum and letter of TEC application	2 hour/s	Director; Energy Resource Development Bureau (ERDB)
4.12. Transmittal of Memorandum and letter to Legal Services for Legal Evaluation	3 hour/s	Executive Assistant; ERDB, Office of the Director
4.13. Endorsement of TEC application to the responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
4.14. Endorsement of TEC application to the assigned legal assistant	2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
4.15. Legal Evaluation	4 working day/s	Legal Assistant; Upstream Conventional Energy Legal Services



		Division (UCELSD)
4.16. Endorsement of Legal Evaluation to Office of Director - Legal Services	2 hour/s	Division Chief; Upstream Convention al Energy Legal Services Division (UCELSD)
4.17. Approval of Legal Evaluation	3 hour/s	Director; Legal Services (LS)
4.18. Endorsement for Clearance of TEC application to the Undersecretary	2 hour/s	Executive Assistant ; Legal Services (LS)
4.19. Clearance for TEC application	6 working day/s	Supervising Undersecretary; Office of the Undersecretary
4.20. Transmittal of TEC application to Energy Resource Development Bureau (ERDB)	4 hour/s	Executive Assistant; Office of the Undersecretary
4.21. Signing of TEC application	4 hour/s	Director; Energy Resource Development Bureau (ERDB)
4.22. Transmittal of TEC application to the Records Division	3 hour/s	Executive Assistant; ERDB, Office of the Director



	4.23. Authenticate and dry seal		1 hour/s	Division Chief; Records Management Division (RMD)
	4.24. Issuance of document to client		1 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 750		



3. ERDB-PRDD03 Issuance of Safety Engineer's/Officer's Permit

This process applies for a Safety Engineer's/Officer's Permit under Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2020-04-0010.

Office or Division:	Petroleum Resources Development Division (PRDD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business)																		
Who may avail:	Existing Petroleum Service Contractors																		
Operating Hours:	24/7																		
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects and Department of Energy (DOE) Department Circular No. DC2020-04-0010																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Endorsement Letter (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Letter is addressed to Energy Resource Development Bureau (ERDB) Director</i> </td></tr> <tr> <td>2. Application Form (1) Electronic Copy</td><td>Department of Energy - DOE Website (Annex A of DOE Department Circular No. DC2020-04-0010)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Form (Annex A of DOE Department Circular No. DC2020-04-0010) is duly signed by the company representative, notarized, and sealed by Notary Public</i> </td></tr> <tr> <td>3. 2" X 2" (minimum 600x600 pixels) size identification picture (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>any plain background color; dress code: with collar; must be taken not less than three (3) months at the time of filing</i> </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Endorsement Letter (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Letter is addressed to Energy Resource Development Bureau (ERDB) Director</i>		2. Application Form (1) Electronic Copy	Department of Energy - DOE Website (Annex A of DOE Department Circular No. DC2020-04-0010)	<i>Remarks:</i> <i>Form (Annex A of DOE Department Circular No. DC2020-04-0010) is duly signed by the company representative, notarized, and sealed by Notary Public</i>		3. 2" X 2" (minimum 600x600 pixels) size identification picture (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>any plain background color; dress code: with collar; must be taken not less than three (3) months at the time of filing</i>		For Situational Requirement	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Endorsement Letter (1) Electronic Copy	Applicant / Client																		
<i>Remarks:</i> <i>Letter is addressed to Energy Resource Development Bureau (ERDB) Director</i>																			
2. Application Form (1) Electronic Copy	Department of Energy - DOE Website (Annex A of DOE Department Circular No. DC2020-04-0010)																		
<i>Remarks:</i> <i>Form (Annex A of DOE Department Circular No. DC2020-04-0010) is duly signed by the company representative, notarized, and sealed by Notary Public</i>																			
3. 2" X 2" (minimum 600x600 pixels) size identification picture (1) Electronic Copy	Applicant / Client																		
<i>Remarks:</i> <i>any plain background color; dress code: with collar; must be taken not less than three (3) months at the time of filing</i>																			
For Situational Requirement																			



A. Minimum Training Requirements	
<i>Sub Situational Requirement/s</i>	
A.a. For Geology and Geophysical Activities	
A.a.1. Basic Occupational and Health (BOSH) duly certified by a DOLE-Accredited Safety Training Organization (STO) (1) Photo Copy	Applicant / Client
A.a.2. Standard First Aid (SFA) and Basic Life Support (BLS) duly certified by the Philippine Red Cross (PRC) (1) Photo Copy	Applicant / Client
A.a.3. Additional Basic Offshore Safety Induction Emergency Training (BOSIET) and Helicopter Underwater Escape Training (HUET) for offshore workplace (1) Photo Copy	Applicant / Client
A.b. For Exploration Drilling and Production	
A.b.1. Basic Occupational and Health (BOSH) duly certified by a DOLE-Accredited Safety Training Organization (STO) (1) Photo Copy	Applicant / Client
A.b.2. Standard First Aid (SFA) and Basic Life Support (BLS) duly certified by the Philippine Red Cross (PRC) (1) Photo Copy	Applicant / Client
A.b.3. Rig Pass (for Drilling Operation only) duly certified by the International Association of Drilling Construction (IADC) (1) Photo Copy	Applicant / Client
A.b.4. National Examination Board in Occupational Safety and Health (NEBOSH) or Institute of Occupational Safety and Health (IOSH) Certification (1) Photo Copy	Applicant / Client
A.b.5. Additional BOSIET and HUET for offshore workplace (1) Photo Copy	Applicant / Client
A.c. Development or any Construction	
A.c.1. BOSH and Construction Occupational Safety and Health (COSH) duly certified by a DOLE-Accredited STO (1) Photo Copy	Applicant / Client
A.c.2. Standard First Aid (SFA) and Basic Life Support (BLS) duly certified by the Philippine Red Cross (PRC) (1) Photo Copy	Applicant / Client
A.c.3. Additional BOSIET and HUET for offshore workplace	Applicant / Client



(1) Photo Copy				
B. Proof of qualification:				
Sub Situational Requirement/s				
B.a. For duly licensed engineer				
B.a.1. Valid PRC license PRC ID License - Professional Regulation Commission				
B.a.2. Certificate of Employment showing at least two (2) years actual experience in occupational safety in the Upstream Petroleum industry (1) Photo Copy			Applicant / Client	
B.b. For Degree holder or two years in college				
B.b.1. Diploma or Transcript of Records (1) Photo Copy			Applicant / Client	
B.b.2. Certificate of Employment showing at least five (5) years actual experience in occupational safety in the Upstream Petroleum industry (1) Photo Copy			Applicant / Client	
B.b.3. Basic Occupational Safety and Health (BOSH) Training Certificate (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Choose a project from EVOSS and submit the complete set of documents through the EVOSS System Location: Energy Virtual One-Stop Shop (https://evoss.ph/) Notes/Instruction: <i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate.</i>	1.1. Check the completeness and consistency of the documents*	None	3 working day/s	Science Research Specialist (SRS); Petroleum Resources Development Division (PRDD)



and notifies the Applicant and Petroleum Resources Development Division (PRDD) through a system-generated email notification on the issuance of the Deemed Complete Certificate. -- If the submission is incomplete, the Petroleum Resources Development Division (PRDD) notifies the applicant through the EVOSS system for a one-time rectification of the deficiencies within two (2) working days. The resubmitted document will be reviewed by the Petroleum Resources Development Division (PRDD) within three (3) working days. If the applicant did not resubmit within two (2) working days, the Petroleum Resources Development Division (PRDD) will upload a rejection letter to the EVOSS system signed by the ERDB Director within one (1) working day. If the rectified submission is still incomplete, the Petroleum Resources Development Division (PRDD) will upload a rejection letter to the	1.2. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	12 hour/s	Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.3. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1	6 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.4. Issue the Order of Payment to the client	6 hour/s	Accounting Staff; Accounting Division
	1.5. Upload the Order of Payment to the EVOSS System. (EVOSS System notifies the client through a system generated email to pay the processing fee within three (3) working days.)	1 working day/s	Science Research Specialist; Petroleum Resources Development Division (PRDD)



<i>EVOSS system signed by the ERDB Director within one (1) working day.</i>				
2. Pay the Registration Fee within three (3) working days and send the proof of payment to coms@doe.gov.ph, replying to the email thread of the Order of Payment. Location: For payment of fees: DOE Cashier or other modes of payment For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: <i>**If payment is not valid, the EVOSS System notifies the client and Petroleum Resources Development Division (PRDD) thru a system-generated email notification of the invalid payment. Petroleum Resources Development Division (PRDD) uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the client and Treasury Division of</i>	2.1. Validate the Proof of Payment** (EVOSS notifies the Treasury Division thru a system-generated email notification on the payment of Registration Fee.) --- If payment is valid, upload the Invoice and encode the Invoice Number. (EVOSS System notifies the client and Petroleum Research and Development Division (PRDD) thru a system-generated email notification of the uploaded Invoice and creates the deliverable in the System - START OF DAY 1).	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s	Collecting Officer; Treasury Division
	2.2. Conduct technical evaluation of the submitted application		5 calendar day/s	Science Research Specialist; Petroleum Resources Development Division (PRDD)



<i>the cancellation due to invalid payment and sets the time to COMPLETE and ENDS THE WORKFLOW.</i> <i>If payment has not been made within three (3) working days, Petroleum Resources Development Division (PRDD) uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the client and Treasury Division of the cancellation due to non-payment and sets the time to COMPLETE and ENDS THE WORKFLOW.</i> --- <i>If the timeframe in evaluating the application exceeded eleven (11) calendar days, EVOSS System notifies the Client and Petroleum Resources Development Division (PRDD) thru a generated email notification on the Issuance of the Deemed Approved Certificate. EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.</i>	2.3. Endorse the application to the ERDB for final review and approval	1 calendar day/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.4. Review of endorsed application	4 calendar day/s	Director; Energy Resource Development Bureau (ERDB)
	2.5. Record and transmit the signed permit to Petroleum Resources Development Division (PRDD)	12 hour/s	Executive Assistant; ERDB, Office of the Director
	2.6. Upload the signed and approved Safety Engineer's/Safety Inspector's Permit. (EVOSS System notifies the client through a system-generated email notification of the approved Safety Engineer's/Safety Inspector's Permit. EVOSS System sets the time to COMPLETE and ENDS the WORKFLOW.)	12 hour/s	Science Research Specialist; Petroleum Resources Development Division (PRDD)



General Remarks

Disclaimer: The official processing timeline for EVOSS-covered services is counted in **calendar days**, starting from the submission of complete documentary requirements. This is based on:

- **Section 13(a), Republic Act No. 11234:** The time frame shall be counted from the submission of complete documentary requirements.
- **Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007:** The completeness of the submission triggers the start of the processing time.
- This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of **sixty (60) calendar days**.

If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on **EVOSS.ph** for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.

Total Processing Time:	Calendar Days: 11 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 550



4. ERDB-PRDD04 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 1 Subcontract Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	5 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	5 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		1 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



5. ERDB-PRDD04-01 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 2 to 20 Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	23 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	23 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		5 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 60 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



6. ERDB-PRDD04-02 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 21 to 60 Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	60 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	60 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		11 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 140 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



7. ERDB-PRDD04-03 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 61 to 120 Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justificatio n Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Managem nt Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervisin g Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	98 working day/s	Science Research Specialist II; Petroleum Resources Developme nt Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	98 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		15 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 220 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



8. ERDB-PRDD04-04 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 121 to 180 Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	137 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	137 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		17 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 300 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



9. ERDB-PRDD04-05 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 181 to 300 Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	168 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	168 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		20 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 365 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



10. ERDB-PRDD04-06 Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications (For 301 and above Subcontracts Application)

ISO 9001:2015 Certified

Processing of Petroleum Subcontract Registration as per Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular No. DC2014-08-0013 amending Office of Energy (OEA) Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Existing Petroleum Service Contractors			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Letter must be addressed to the DOE - Energy Resource Development Bureau (ERDB) Director				
2. Annexes of Subcontracts (2) Certified True Copy			Applicant / Client	
<i>Remarks:</i> Submission of actual subcontracts must include relevant documents such as Invoices, Work and Purchase Orders, and/or Agreements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application Location:	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Manageme



Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: <i>If the submission is incomplete, a Deficiency/Justification Letter is issued to the contractor by the Energy Resource Development Bureau (ERDB) (End of process)</i>			nt Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	1 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.6. Technical evaluation of submitted application of subcontract/s in accordance to the approved Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts	345 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Submission of the Memorandum to Chief Science Research Specialist	2 hour/s	Science Research Specialist II;



		Petroleum Resources Development Division (PRDD)
1.8. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
1.9. Approval of the Memorandum to Legal Services	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Transmittal of Memorandum to Legal Services for Legal Evaluation	2 hour/s	Executive Assistant; ERDB, Office of the Director
1.11. Endorsement of Memorandum to responsible Legal Services Division	2 hour/s	Executive Assistant; LS, Office of the Director
1.12. Endorsement of Memorandum to the assigned legal assistant	2 hour/s	Division Chief ; Upstream Conventional Energy Legal Services Division (UCELSD)
1.13. Legal evaluation of the subcontracts for registration (i.e. compliance to Department Circular (DC) No. DC2014-08-0013)	345 working day/s	Legal Assistant II; Upstream Conventional Energy Legal Services



				Division (UCELSD)
	1.14. Endorsement of Legal Evaluation to Office of Director - Legal Services		2 hour/s	Division Chief; Upstream Conventional Energy Legal Services Division (UCELSD)
	1.15. Approval of Legal Evaluation		1 working day/s	Director; Legal Services (LS)
	1.16. Transmittal of Legal Evaluation to Energy Resource Development Bureau (ERDB)		2 hour/s	Executive Assistant; LS, Office of the Director
	1.17. Transmittal of Memorandum to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.18. Determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized		31 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.19. Advise the client to request for Order of Payment including the number of subcontract for registration/acknowledgement through e-mail		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment through e-mail Location:	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Administrative Staff; Petroleum Resources Development



Petroleum Resources Development Division E-mail Address: prdd@doe.gov.ph				nt Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		3 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Processing Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (over-the-counter) or through preferred bank (online) Notes/Instruction: If submission did not meet the deadline, it is considered as late application and the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.	3. Process of Payment Fee	Possible Fees Breakdown: Regular Subcontract Registration (per subcontract): PHP 200 Late Subcontract Registration (per subcontract): PHP 10000	4 hour/s	Collecting Officer; Treasury Division (TD)
4. Submission of Official Receipt Location:	4.1. Once the Official Receipt is received, register, record, and file the subcontract	None	2 hour/s	Science Research Specialist II; Petroleum



Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or e-mail through prdd@doe.gov.ph (online)	registration application			Resources Development Division (PRDD)
	4.2. Draft letter of registered and acknowledged subcontract application		2 hour/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.3. Endorsement of letter of registered/acknowledged subcontract application to Energy Resource Development Bureau (ERDB) Director		2 hour/s	• Chief Science Research Specialist; Energy Resource Development Bureau (ERDB)
	4.4. Approval of the letter of registered and acknowledged subcontract application		4 hour/s	• Director; Energy Resource Development Bureau (ERDB)
	4.5. Issuance of Letter of Subcontract Registration		4 hour/s	• Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 730 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Regular Subcontract Registration (per subcontract) : 200				
• Late Subcontract Registration (per subcontract) : 10000				



11. ERDB-PRDD05 Conduct of Oil and Gas Seepage Investigation

Application for conducting Oil and Gas Seepage Investigation in areas around the Philippines

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Any Individual / Local Government Units / Companies			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Contact Details of Applicant (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Include Name, Phone Number, Address/Email</i>				
2. Location of Seep/s (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Include Municipality, Barangay or Sitio, any landmarks</i>				
3. Description of the Seep/s (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Include pictures with description</i>				
4. Request Letter (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Request Letter and Requirements	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records



Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>If incomplete requirements, DOE informs or sends letter to applicant to complete requirements for resubmission (end of process)</i>			Managem ent Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)	4 hour/s	Records Officer; Records Manage ment Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)	6 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section	6 hour/s	Chief Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum Resources Development Division (PRDD) personnel	6 hour/s	Supervisin g Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	1.6. Review the completeness of application	1 working day/s	Science Research Specialist II; Petroleum Resources Developme nt Division (PRDD)
	1.7. Evaluate and Endorse for Field Investigation and Sampling	7 working day/s	Science Research Specialist II; Petroleum Resources Developme



				nt Division (PRDD)
	1.8. Coordinate with the applicant for preliminary investigation		14 working day/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
2. Concur on the schedule of the conduct of field investigation and/or assist DOE Field Office personnel during preliminary investigation Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on-site) or PRDD Email Address: prdd@doe.gov.ph (online) Notes/Instruction: Note: The following are considered: - Participation/availability of applicant onsite; - Accessibility of area; - Safety; and/or - Recommendation from DOE Field Office	2. Coordinate with appropriate DOE office for requesting assistance for the preliminary investigation	None	7 working day/s	- Science Research Specialist; Department of Energy - Luzon Field Office - Science Research Specialist; Department of Energy - Mindanao Field Office - Science Research Specialist; Department of Energy - Visayas Field Office



3. Accompany DOE personnel during conduct of investigation and sampling Location: Area of Request	3.1. Field investigation and Sampling	None	14 working day/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD) • Science Research Specialist II; Energy Research and Testing Laboratory Services (ERTLS) • Science Research Specialist; Department of Energy - Luzon Field Office • Science Research Specialist; Department of Energy - Mindanao Field Office • Science Research Specialist; Department of Energy - Visayas Field Office
	3.2. Laboratory analysis		8 working day/s	• Science Research Specialist II; Energy Research and Testing Laboratory Services (ERTLS)



3.3. Endorsement of Laboratory Analysis Report	1 working day/s	Supervising Science Research Specialist; Energy Research and Testing Laboratory Services (ERTLS)
3.4. Approval of Laboratory Analysis Report	1 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
3.5. Transmittal of results to Energy Resource Development Bureau (ERDB)	2 hour/s	Executive Assistant; ERTLS, Office of the Director
3.6. Endorsement of results to Petroleum Research Development Division	4 hour/s	Executive Assistant; ERDB, Office of the Director
3.7. Endorsement of results to responsible Petroleum Resources Development Division (PRDD) section	4 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
3.8. Endorsement of results to assigned Petroleum Resources Development Division (PRDD) personnel	4 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)



	3.9. Preparation of letter based on the results of the laboratory analysis report		1 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	3.10. Endorsement of letter to Chief Science Research Specialist		1 working day/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	3.11. Endorsement of letter to the Office of Director - Energy Resource Development Bureau (ERDB)		1 working day/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	3.12. Approval of letter to client		1 working day/s	Director; Energy Resource Development Bureau (ERDB)
	3.13. Issuance of document to client		1 working day/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 63 working day/s		
Total Processing Fee:		Total Standard Fee: None		



12. ERDB-PRDD06 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 1 for Pre-Determined Areas (PDAs)

DOE will have a launching ceremony which shall be officially unveil a set of PDAs offered by the DOE, and initiate a 180-calendar-day period application process for the area/s. Interested parties may purchase PDA data packages and apply for the areas.

Office or Division:	Petroleum Resources Development Division (PRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration	
Operating Hours:	24/7	
Statute:	Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circulars (DC) No. DC2017-12-0017, DC2023-11-0031, and DC2023-12-0033	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements (3) Original Copy		Applicant / Client
Sub Requirement		
<i>1.A. I. Legal Documentation</i>		
1.A.1. Duly filled-out covering information sheet showing a brief summary of application; (3) Original Copy		Department of Energy - Department of Energy (DOE) Website (DC2017-12-0017 Annex A)
1.A.2. SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of petroleum resources; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.3. General Information Sheet (GIS) stamped received by the SEC not more than 12 months old at the time of filing of application; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.4. Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the		Applicant / Client



Petroleum Service Contract (PSC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary; (3) Original Copy	
1.A.5. Joint Venture Agreement, if applicable based on Department Circular (DC) No. DC2017-12-0017 (3) Original Copy	Applicant / Client
<i>Remarks:</i> <u>Note:</u> <i>For foreign applicants:</i> <i>Documents 1-4, applicants shall submit equivalent legal documents issued by the appropriate governing body and duly authenticated by the Philippine Consulate having the appropriate jurisdiction.</i> <i>For local applicants:</i> <i>Document Nos. 2-4 shall be duly authenticated by the SEC</i> <i>All members of a Joint Venture shall submit Documents 2-5</i>	
1.B. II. Technical Documentation	
1.B.1. (Work Program) - Summary of proposed work program and minimum expenditure per Sub-Phase for each proposed activity with respect to the area specified in the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • <i>Gantt Chart format</i> • <i>Minimum Exploration and Work Commitment / Minimum Financial Commitment Matrix</i>	
1.B.2. (Work Program) - Work program and minimum expenditure with respect to the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • <i>Plan for exploration and work commitment</i> • <i>Proposed minimum exploration commitment</i>	



1.B.3. (Work Program) - Geological and geophysical evaluation of the area applied for (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Database • Petroleum potential analysis • Prospect lead evaluation • Resources	
1.B.4. (Work Program) - Probability of Discovery (Whenever applicable as per Department Circular (DC) No. 2017-12-0017 (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.5. (Work Program) - Economics and development concepts of possible petroleum discoveries (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Plan of development • Project economics <u>Note:</u> <i>Each item in the exploration and work commitment matrix must be given a stipulated cost figure, the sum of which will constitute the minimum of the work program</i>	
1.B.6. (Technical Documentation) - The applicant shall submit an overview of all its Upstream Petroleum Related Projects (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.7. (Technical documentation) - Technical Personnel's relevant experience, educational attainment and employment status (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.8. (Technical documentation) - Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the applicant and its employees. Particulars on the experiences, achievements, and track records of the applicant and its employees related to technical and industrial undertakings. Operational organizations, including resources, expertise, and experience. (3) Original Copy	Applicant / Client



1.C. III. Financial Documentation - please refer to General Remarks for further details

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for Order of Payment for Application for Pre-Determined Areas (PDAs) Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on site) or Email through prdd@doe.gov.ph (online)	1.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Director; Energy Resource Development Bureau (ERDB)
	1.3. Issue the Order of Payment to the client		2 hour/s	Accounting Officer; Accounting Division (AD)
2. Payment of Application Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Payment and submission of application can be done simultaneously within the prescribed 180-calendar-day period after the bid</i>	2.1. Process of Payment Fee	Standard Fees Breakdown: Application Fee : PHP 200000 Total: PHP 200000	1 hour/s	Collection Officer; Treasury Division (TD)
	2.2. Issuance of Official Receipt		1 hour/s	Collection Officer; Treasury Division (TD)



<i>round event in accordance with Department Circular (DC) No. 2017-12-0017.</i>				
3. Submission of Application Documents Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Payment and submission of application can be done simultaneously within the prescribed 180-calendar-day period after the bid round event in accordance with Department Circular (DC) No. 2017-12-0017.</i>	3.1. Official receiving of the documents	None	2 hour/s	Records Officer; Records Management Division (RMD)
	3.2. Transmittal of documents to Energy Resource Development Bureau (ERDB)		2 hour/s	Records Officer; Records Management Division (RMD)
	3.3. Endorsement of document to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	3.4. Endorsement of documents to Philippine Conventional Energy Contracting Program (PCECP) Secretariat		2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
4. Attend Pre-submission Conference Location: Location will be announced prior to event date Notes/Instruction: Pre-submission Conference is conducted at the 20th Calendar day of the 180-calendar-day	4. Conduct of Pre-submission Conference	None	1 calendar day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and



period pursuant to Department Circular (DC) No. 2017-12-0017				Evaluation Committee - Technical Working Group
5. Attend Opening of Documents Location: Location will be announced prior to the event date Notes/Instruction: <i>Payment and submission of application can be done simultaneously within the prescribed 180-calendar-day period after the bid round event in accordance with Department Circular (DC) No. 2017-12-0017.</i> <i>*Day 180 of the 180-calendar-day application period coincides with the Opening of (Application) Documents for the Pre-Determined Area/s. Deadline for applicants to submit their application is at 1100H, while the Opening of (Application) Documents shall commence at 1330H.</i>	5.1. Conduct of Opening of Documents*	None	2 hour/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.2. Preparation of transmittal of the Legal, Technical, and Financial Documents		2 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.3. Approval of the transmittal of the Legal, Technical, and Financial documents		2 hour/s	Head; PCECP Review and Evaluation Committee - Technical Working Group
	5.4. Transmittal of the Legal, Technical, and Financial documents		2 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical



		Working Group
5.5. Substantive Evaluation of the Legal, Technical, and Financial Documents	10 working day/s	Members; PCECP Review and Evaluation Committee - Technical Working Group
5.6. Preparation and consolidation of the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) evaluation	6 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
5.7. Review and Evaluation Committee (REC) Meeting to discuss the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) substantive evaluation	1 working day/s	- Chair; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Technical Working Group
5.8. Preparation of documents and issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC)	2 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group



	5.9. Transmittal of the Notice of Qualification to the winning applicant and Notice of Disqualification to unsuccessful applicant/s		1 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
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General Remarks

III. Financial Document

1. For Corporation existing for more than 2 years at the time of filing of application:
 - a. Original copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the member Audited FS is more than six (6) months old at the time of filing
 - b. Original copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS
 - c. Original copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area applied for, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable as per Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:
 - i. Certified true copy of Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations
 - ii. Original copy of Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operations
 - iii. Original copy of Bank-approved loan/credit line earmarked for the proposed operation
 - d. For domestic corporations, latest income tax returns filed with the Bureau of Internal Revenue, and duly validated with tax payments made thereon
2. For newly-organized corporation (existing for two (2) years or less at the time of filing)
 - a. Original copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and /or Chief Finance Officer
 - b. Original copy of the Bank certification to substantiate the cash balance as of the latest unaudited FS
 - c. Original copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area applied for, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable as per Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:
 - i. Certified true copy of Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations
 - ii. Original copy of Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operations
 - iii. Original copy of Bank-approved loan/credit line earmarked for the proposed operation
3. For Parent Company's guarantee for corporation with insufficient working capital:
 - a. Original copy of Parent Company's financial documents per Petroleum Application Checklist Items III.1.a. and III.1.b.



- b. Original copy of Duly notarized Letter of Undertaking/Support from the Parent Company to fund the Work Program
- c. Certified true copy of General Information Sheet (GIS) of the shareholder availing of the Parent Company fund guarantee

Note:

-Minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment of the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.

-The available working capital for each PCECP application shall be net of the fund requirements for other applied PCECP areas, renewable energy service contract applications and existing energy service/operating contracts, if applicable in accordance to Department Circular (DC) No. DC2017-12-0017.

Total Processing Time:	Calendar Days: 2 calendar day/s Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 200000

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee - Technical Working Group					
Petroleum Resources Development Division (PRDD)	Information Technology and Management Services (ITMS)	Conventional Energy Resources Compliance Division (CERCD)	Upstream Conventional Energy Legal Services Division (UCELSD)		



13. ERDB-PRDD07 Issuance of Notice of Endorsement to the Office of the President for the Award of a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract (PSC) under Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circular (DC) No. DC2017-12-0017

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Presidential Decree (PD) No. 87 and Department Circular (DC) No. DC2017-12-0017			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Acceptance Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>In response to the Notice of Qualification received from the Department of Energy to enter into a Petroleum Service Contract</i>				
2. Execution Copy of the Petroleum Service Contract (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Copy must be duly signed by the prospective service contractor</i>				
3. National Commission on Indigenous Peoples (NCIP) Certificate (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Requirements	1.1. Official receiving of application	None	2 hour/s	• Records Officer;



Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	documents		Records Managem nt Division (RMD)
	1.2. Transmittal of documents to Energy Resource Development Bureau (ERDB)	2 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of documents to Petroleum Resources Development Division (PRDD)	2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement to the Philippine Conventional Energy Contracting Program (PCECP) Secretariat	2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	1.5. Preparation of endorsement documents to the Office of the Secretary and Office of the President	7 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	1.6. Review and Evaluation Committee (REC) Meeting and approval of the endorsement documents	1 working day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and



				Evaluation Committee - Technical Working Group
	1.7. Preparation of the approved transmittal documents to the Office of the Secretary		2 working day/s	Secretariat ; Any of requesting office / division
	1.8. Transmittal of the documents to the Office of the Secretary		1 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	1.9. Review and approval of the Memorandum to the Office of the President and signed execution copy of the PSC		7 working day/s	Secretary; Office of the Secretary
	1.10. Transmittal to the Office of the President		1 working day/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee - Technical Working Group					



Office Groups and Divisions					
Petroleum Resources Development Division (PRDD)	Information Technology and Management Services (ITMS)	Conventional Energy Resources Compliance Division (CERCD)	Upstream Conventional Energy Legal Services Division (UCELSD)		



14. ERDB-PRDD08 Issuance of Gratuitous Permit

Availment of Gratuitous Permit given to an individual, academe, research institution, or organization to extract petroleum resources in small quantities

Office or Division:	Petroleum Resources Development Division (PRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Any Individual / Local Government Units / Companies	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Completed Gas Sample Laboratory Results (Sample: 1 bbl or cf)		Department of Energy - Energy Research and Testing Laboratory Services - Geoscientific Research and Fuel Testing Laboratory Division
<i>Remarks:</i> <i>Results must indicate the presence of methane gas-based on Department of Energy's actual investigation</i>		
2. Application Letter (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Letter must be addressed to the Undersecretary in charge of Energy Resources Development Bureau</i>		
3. Gratuitous Permit Application (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Content of a Gratuitous Permit Application (Incomplete application will not be accepted):</i> <i>a. Full name and post office or business address of the applicant;</i> <i>b. In case of an individual, applicant citizenship, age, sex and civil status;</i> <i>c. In case the applicant is partnership or corporation, the place and the date of organization, registration, and length of authorized organization or corporate life or existence; and location, shape and size in hectares of the area being applied</i>		



- d. A copy of the Articles of Incorporation or Articles of Partnership duly registered with the Securities and Exchange Commission, if the applicant is a corporation or partnership
- e. Map and technical description of the area desired to be explored or exploited duly signed by a licensed geodetic engineer
- f. A work program and budget with timeline to explore and develop natural marsh or Methane gas deposit
- g. Endorsement from the local Barangay Captain and Municipal Mayor
- h. Proof of payment of application fee amounting to One Thousand Pesos (Php 1,000.00)
- i. Proof of minimum operating capital of One Hundred Thousand Pesos (Php 100,000.00) whether in cash or in kind. The necessary proof includes financial statements, real property tax declaration, contract of lease of equipment, and such other similar proof as would show that the applicant has the requisite means and resources to pursue the operations under the gratuitous permit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Request Letter and Requirements Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>If incomplete requirements, DOE sends letter to applicant to complete requirements</i>	1.1. Official receiving of application documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmittal of application to Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of application to Petroleum Resources Development Division (PRDD)		6 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of application to responsible Petroleum Resource Development Division (PRDD) section		6 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
	1.5. Endorsement of application to assigned Petroleum		4 hour/s	Supervising Science Research



	Resources Development Division (PRDD) personnel			Specialist ; Petroleum Resources Development Division (PRDD)
	1.6. Review completeness of requirements		10 working day/s	Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	1.7. Advise the client to request for Order of Payment		2 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
2. Client requests for Order of Payment on-site Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	6 hour/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
	2.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		6 hour/s	Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	2.3. Issue the Order of Payment to the client		4 hour/s	Accounting Staff; Accounting Division (AD)
3. Payment of Application/Processing Fee Location:	3. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000	4 hour/s	Collection Officer; Treasury Division (TD)



Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632		Total: PHP 1000		
4. Submission of Official Receipt Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>If application did not pass evaluation, DOE sends letter to client</i>	4.1. Preparation of transmittal of application to the Information Technology Management System (ITMS), Legal Services (LS), and Financial Services (FS) for evaluation	None	3 working day/s	Science Research Specialist II; Petroleum Resources Developme nt Division (PRDD)
	4.2. Endorsement of transmittal Memorandum to Chief Petroleum Resources Development Division (PRDD)		4 hour/s	Supervisin g Science Research Specialist; Petroleum Resources Developme nt Division (PRDD)
	4.3. Endorsement of transmittal Memorandum to Energy Resource Development Bureau (ERDB) Director		2 hour/s	Chief Science Research Specialist ; Petroleum Resources Developme nt Division (PRDD)
	4.4. Approval of Endorsement Memorandum		4 hour/s	Director; Energy Resource Developme nt Bureau (ERDB)
	4.5. Transmittal of endorsement of application for evaluation to the Information Technology Management System		1 working day/s	Executive Assistant; ERDB, Office of the Director



	(ITMS), Legal Services (LS), and Financial Services (FS)		
	4.6. Simultaneous evaluation of Area, Legal, and Financial documents of the submitted application	20 working day/s	• Technical Audit Specialist; Convention al Energy Resources Complianc e Division (CERCD) • Science Research Specialist; Information Technology and Manageme nt Services (ITMS) • Legal Assistant; Convention al Energy Resources Complianc e Division (CERCD)
	4.7. Submission of evaluated Area, Legal, and Financial of the submitted application	1 working day/s	• Supervisin g Science Research Specialist; Information Technology and Manageme nt Services (ITMS) • Supervisin g Technical Audit Specialist; Convention al Energy Resources Complianc e Division (CERCD) • Supervisin g Attorney;



			Upstream Convention al Energy Legal Services Division (UCELSD)
	4.8. Endorsement of evaluated Area, Legal, and Financial of the submitted application	1 working day/s	• Chief Science Research Specialist; Information Technology and Manageme nt Services (ITMS) • Chief Technical Audit Specialist; Convention al Energy Resources Complianc e Division (CERCD) • Division Chief; Upstream Convention al Energy Legal Services Division (UCELSD)
	4.9. Approval of Area, Legal, Financial Evaluation of submitted application	1 working day/s	• Director; ITMS, Office of the Director • Director; Financial Services (FS) • Director; Legal Services (LS)
	4.10. Transmittal of evaluations to Energy	1 working day/s	• Executive Assistant;



	Resource Development Bureau (ERDB)		ITMS, Office of the Director • Executive Assistant; FS, Office of the Director • Executive Assistant; LS, Office of the Director
	4.11. Endorsement of evaluation documents to Petroleum Resources Development Division (PRDD) Section	1 working day/s	• Executive Assistant; ERDB, Office of the Director
	4.12. Endorsement of evaluation documents to responsible Petroleum Resources Development Division (PRDD) section	1 working day/s	• Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.13. Endorsement of evaluation documents to assigned Petroleum Resources Development Division (PRDD) personnel	1 working day/s	• Supervising Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.14. Collate evaluations and prepare the application permit	10 working day/s	• Science Research Specialist II; Petroleum Resources Development Division (PRDD)
	4.15. Submission of Memorandum and	1 working day/s	• Supervising Science Research



	letter to Chief Science Research Specialist		Specialist; Petroleum Resources Development Division (PRDD)
	4.16. Endorsement of Memorandum and letter to the Office of Director - Energy Resource Development Bureau (ERDB)	1 working day/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	4.17. Approval/Disapproval of application	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
	4.18. Issuance of document to client	1 working day/s	Administrative Staff; Petroleum Resources Development Division (PRDD)
Total Processing Time:		Working Days: 62 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 1000	



15. ERDB-PRDD09 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 2 for Nominated Areas (NAs) - Nominating Applicant

This process is for interested parties who are willing to nominate their area of interest for petroleum exploration to the Department of Energy (DOE).

Office or Division:	Petroleum Resources Development Division (PRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration	
Operating Hours:	24/7	
Statute:	Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circulars (DC) No. DC2017-12-0017, DC2023-11-0031, and DC2023-12-0033	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements (3) Original Copy		Applicant / Client
Sub Requirement		
1.A. I. Legal Documentation		
1.A.1. Duly filled-out covering information sheet showing a brief summary of application; (3) Original Copy		Department of Energy - Department of Energy (DOE) Website (DC2017-12-0017 Annex A)
1.A.2. SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of petroleum resources; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.3. General Information Sheet (GIS) stamped received by the SEC not more than 12 months old at the time of filing of application; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.4. Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the		Applicant / Client



Petroleum Service Contract (PSC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary; (3) Original Copy	
1.A.5. Joint Venture Agreement, if applicable based on Department Circular (DC) No. DC2017-12-0017 (3) Original Copy	Applicant / Client
<i>Remarks:</i> <u>Note:</u> <i>For foreign applicants:</i> <i>Documents 1-4, applicants shall submit equivalent legal documents issued by the appropriate governing body and duly authenticated by the Philippine Consulate having the appropriate jurisdiction.</i> <i>For local applicants:</i> <i>Document Nos. 2-4 shall be duly authenticated by the SEC</i> <i>All members of a Joint Venture shall submit Documents 2-5</i>	
1.B. II. Technical Documentation	
1.B.1. (Work Program) - Summary of proposed work program and minimum expenditure per Sub-Phase for each proposed activity with respect to the area specified in the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • <i>Gantt Chart format</i> • <i>Minimum Exploration and Work Commitment / Minimum Financial Commitment Matrix</i>	
1.B.2. (Work Program) - Work program and minimum expenditure with respect to the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • <i>Plan for exploration and work commitment</i> • <i>Proposed minimum exploration commitment</i>	



1.B.3. (Work Program) - Geological and geophysical evaluation of the area applied for (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Database • Petroleum potential analysis • Prospect lead evaluation • Resources	
1.B.4. (Work Program) - Probability of Discovery (Whenever applicable as per Department Circular (DC) No. 2017-12-0017 (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.5. (Work Program) - Economics and development concepts of possible petroleum discoveries (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Plan of development • Project economics <u>Note:</u> <i>Each item in the exploration and work commitment matrix must be given a stipulated cost figure, the sum of which will constitute the minimum of the work program</i>	
1.B.6. (Technical Documentation) - The applicant shall submit an overview of all its Upstream Petroleum Related Projects (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.7. (Technical documentation) - Technical Personnel's relevant experience, educational attainment and employment status (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.8. (Technical documentation) - Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the applicant and its employees. Particulars on the experiences, achievements, and track records of the applicant and its employees related to technical and industrial undertakings. Operational organizations, including resources, expertise, and experience. (3) Original Copy	Applicant / Client



1.C. III. Financial Documentation	
1.C.1. For corporations existing for more than two (2) years at the time of filing of application: (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.C.1.A. The following are required:</i>	
1.C.1.A.1. Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and Original Copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing; (3) Original Copy	Applicant / Client
1.C.1.A.2. Bank Certification to substantiate the cash balance as of the latest unaudited FS; (3) Original Copy	Applicant / Client
1.C.1.A.3. Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business. (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.C.1.A.3.A. If applicable based on Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:</i>	
1.C.1.A.3.A.1. Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations (3) Certified True Copy	Applicant / Client
1.C.1.A.3.A.2. Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operation (3) Original Copy	Applicant / Client
1.C.1.A.3.A.3. Bank-approved loan/credit line earmarked for the proposed operation (3) Original Copy	Applicant / Client
1.C.1.A.4. Latest income tax return filed with the Bureau of Internal Revenue, and duly validated with the tax payments made thereon. (3) Certified True Copy	Applicant / Client
1.C.2. For newly-organized corporations existing for less than two (2) years at the time of filing of application: (3) Original Copy	Applicant / Client



Sub Requirement	
<i>1.C.2.A. The following are required:</i>	
1.C.2.A.1. Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer; (3) Original Copy	Applicant / Client
1.C.2.A.2. Bank Certification to substantiate the cash balance as of the latest unaudited FS; (3) Original Copy	Applicant / Client
1.C.2.A.3. Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business. (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.C.2.A.3.A. If applicable based on Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:</i>	
1.C.2.A.3.A.1. Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations (3) Certified True Copy	Applicant / Client
1.C.2.A.3.A.2. Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operation (3) Original Copy	Applicant / Client
1.C.2.A.3.A.3. Bank-approved loan/credit line earmarked for the proposed operation (3) Original Copy	Applicant / Client
1.C.3. For Parent Company that guarantees for corporations with insufficient capital: (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.C.3.A. The following are required:</i>	
1.C.3.A.1. Parent Company's financial documents per Petroleum Application Checklist Items III.1.a and III.1.b (1) Original Copy	Applicant / Client
1.C.3.A.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the Work Program (3) Original Copy	Applicant / Client
1.C.3.A.3. General Information Sheet (GIS) of the shareholder availing of the Parent Company fund	Applicant / Client



guarantee
(3) Certified True Copy

Remarks:

Note:

- *Minimum working capital requirement (Liquid Assets Less Current Liabilities) is 100% of the financial commitment for the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investment/placements. Credit line is not a Liquid Asset.*
- *The applicant shall have available working capital for each PCECP application separate from other applied PCECP areas, renewable energy service contract applications and existing energy service/ operating contracts.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent for the Area of Interest Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632	1.1. Official receiving of documents	None	2 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmittal of documents to Energy Resource Development Bureau (ERDB)		2 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Endorsement of document to the Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.4. Endorsement of document to Philippine Conventional Energy Contracting Program (PCECP) Secretariat		2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)



	1.5. Preparation of documents (Memorandum, Letter, and Resolution) for the approval of the Area of Interest		11 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	1.6. Endorsement of documents (Memorandum, Letter, and Resolution) to Review and Evaluation Committee (REC) Chairperson and members		1 working day/s	Head; PCECP Review and Evaluation Committee - Technical Working Group
	1.7. Approval of documents (Memorandum, Letter, and Resolution)		1 working day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee
	1.8. Submission of letter to Client		1 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
2. Request for Order of Payment Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street	2.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	1 hour/s	Executive Assistant; ERDB, Office of the Director
	2.2. Approve the Billing Statement in DOE Collection		1 hour/s	Director; Energy Resource Developme



corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on site) or Email through prdd@doe.gov.ph (online)	Monitoring System Version 2.1		2 hour/s	nt Bureau (ERDB)
	2.3. Issue the Order of Payment to the client			Accounting Officer; Accounting Division (AD)
3. Payment of Application Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Steps 3, 4, 5 can be done simultaneously within the prescribed 15-day period upon receipt by the applicant of the Review and Evaluation Committee's approval of the area nomination in accordance with Department Circular (DC) No. 2017-12- 0017.</i>	3.1. Process of Payment Fee	Standard Fees Breakdown: Application Fee of Nominating Applicant: PHP 200000 Total: PHP 200000	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Issuance of Official Receipt		2 hour/s	Collection Officer; Treasury Division (TD)
4. Submission of Application Documents Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive,	4.1. Official receiving of the documents	None	2 hour/s	Records Officer; Records Manageme nt Division (RMD)
	4.2. Transmittal of documents to Energy Resource		2 hour/s	Records Officer; Records Manageme



Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Steps 3, 4, 5 can be done simultaneously within the prescribed 15-day period upon receipt by the applicant of the Review and Evaluation Committee's approval of the area nomination in accordance with Department Circular (DC) No. 2017-12-0017.</i>	Development Bureau (ERDB)			nt Division (RMD)
	4.3. Endorsement of document to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	4.4. Endorsement of documents to Philippine Conventional Energy Contracting Program (PCECP) Secretariat		2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
5. Publication with an invitation for a challenge for the nominated area* Location: Any two (2) national circulation publishing newspaper company (broadsheet) Notes/Instruction: <i>Steps 3, 4, 5 can be done simultaneously within the prescribed 15-day period upon receipt by the applicant of the Review and Evaluation Committee's approval of the area nomination in accordance with Department Circular (DC) No. 2017-12-0017.</i> <i>Upon publication, Client has a 7-</i>	5.1. Preparation of Memorandum for the posting of the publication of the client to the Department of Energy (DOE) official website	None	2 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.2. Transmittal of the Memorandum to the Energy Resource Development Bureau (ERDB)		2 hour/s	Chief Science Research Specialist; Petroleum Resources Development Division (PRDD)
	5.3. Approval of the Memorandum for the posting to the Department of Energy (DOE) official website		2 hour/s	Director; Energy Resource Development Bureau (ERDB)
	5.4. Transmittal to the Information Technology and Management Services (ITMS)		2 hour/s	Executive Assistant; ERDB, Office of



<i>calendar-day period to notify the Department of Energy (DOE) of the publication made by Client.</i> <i>*Day 1 of the 60-calendar-day challenge period (i.e., during which other interested parties a.k.a. challenger/s may submit applications for the nominated area) following the day that the nominated area is published in two (2) broadsheets of general circulation.</i> <i>**Day 60 of the 60-calendar-day challenge period coincides with the Opening of (Application) Documents for the nominated area. Deadline for challenger/s to submit their application is at 1100H, while the Opening of (Application) Documents shall commence at 1330H.</i>			the Director
	5.5. Posting of the publication made by the Client to the Department of Energy (DOE) official website	3 calendar day/s	Information System Analyst; Information Technology and Management Services (ITMS)
	5.6. Preparation of Pre-submission Conference	15 calendar day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.7. Conduct of Pre-submission Conference	1 calendar day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.8. Preparation for Opening of Documents	40 calendar day/s, 11 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group



	5.9. Conduct of Opening of Documents**	2 hour/s	• Chairperson; PCECP Review and Evaluation Committee • Members; PCECP Review and Evaluation Committee • Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.10. Preparation of transmittal of the Legal, Technical, and Financial Documents	1 hour/s	• Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.11. Approval of the transmittal of the Legal, Technical, and Financial documents	1 hour/s	• Head; PCECP Review and Evaluation Committee - Technical Working Group
	5.12. Transmittal of the Legal, Technical, and Financial documents	1 hour/s	• Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.13. Substantive Evaluation of the	10 working day/s	• Members; PCECP



	Legal, Technical, and Financial Documents		Review and Evaluation Committee - Technical Working Group
	5.14. Preparation and consolidation of the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) evaluation	5 working day/s	• Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.15. Review and Evaluation Committee (REC) Meeting to discuss the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) substantive evaluation	1 working day/s	• Chairperson; PCECP Review and Evaluation Committee • Members; PCECP Review and Evaluation Committee • Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.16. Preparation of documents and issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC)	2 working day/s	• Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.17. Transmittal of the Notice of Qualification to Client	1 working day/s	• Secretariat ; PCECP Review and Evaluation



				Committee - Technical Working Group
Total Processing Time:		Calendar Days: 60 calendar day/s Working Days: 36 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 200000		

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee - Technical Working Group					
Petroleum Resources Development Division (PRDD)	Information Technology and Management Services (ITMS)	Conventional Energy Resources Compliance Division (CERCD)	Upstream Conventional Energy Legal Services Division (UCELSD)		



16. ERDB-PRDD10 Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP) - Mode 2 for Nominated Areas (NAs) - Challenging Applicant

This process is for interested parties (Challenging Applicant) whom at any time may submit their application documents within the prescribed 60-day challenge period for nominated areas that were applied for and published by "Nominating Applicant"

Office or Division:	Petroleum Resources Development Division (PRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration	
Operating Hours:	24/7	
Statute:	Presidential Decree (PD) No. 87 and Department of Energy (DOE) Department Circulars (DC) No. DC2017-12-0017, DC2023-11-0031, and DC2023-12-0033	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements (3) Original Copy		Applicant / Client
Sub Requirement		
<i>1.A. I. Legal Documentation</i>		
1.A.1. Duly filled-out covering information sheet showing a brief summary of application; (3) Original Copy		Department of Energy - Department of Energy (DOE) Website (DC2017-12-0017 Annex A)
1.A.2. SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of petroleum resources; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.3. General Information Sheet (GIS) stamped received by the SEC not more than 12 months old at the time of filing of application; (3) Certified True Copy		Securities and Exchange Commission - Issuing Unit
1.A.4. Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s		Applicant / Client



to apply, negotiate, sign any documents, and execute the Petroleum Service Contract (PSC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary; (3) Original Copy	
1.A.5. Joint Venture Agreement, if applicable based on Department Circular (DC) No. DC2017-12-0017 (3) Original Copy	Applicant / Client
<i>Remarks:</i> <u>Note:</u> <i>For foreign applicants:</i> <i>Documents 1-4, applicants shall submit equivalent legal documents issued by the appropriate governing body and duly authenticated by the Philippine Consulate having the appropriate jurisdiction.</i> <i>For local applicants:</i> <i>Document Nos. 2-4 shall be duly authenticated by the SEC</i> <i>All members of a Joint Venture shall submit Documents 2-5</i>	
1.B. II. Technical Documentation	
1.B.1. (Work Program) - Summary of proposed work program and minimum expenditure per Sub-Phase for each proposed activity with respect to the area specified in the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> <i>Gantt Chart format</i> <i>Minimum Exploration and Work Commitment / Minimum Financial Commitment Matrix</i>	
1.B.2. (Work Program) - Work program and minimum expenditure with respect to the proposal (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> <i>Plan for exploration and work commitment</i> <i>Proposed minimum exploration commitment</i>	



1.B.3. (Work Program) - Geological and geophysical evaluation of the area applied for (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Database • Petroleum potential analysis • Prospect lead evaluation • Resources	
1.B.4. (Work Program) - Probability of Discovery (Whenever applicable as per Department Circular (DC) No. 2017-12-0017 (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.5. (Work Program) - Economics and development concepts of possible petroleum discoveries (1) Electronic Copy And (3) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>This includes the following:</i> • Plan of development • Project economics <u>Note:</u> <i>Each item in the exploration and work commitment matrix must be given a stipulated cost figure, the sum of which will constitute the minimum of the work program</i>	
1.B.6. (Technical Documentation) - The applicant shall submit an overview of all its Upstream Petroleum Related Projects (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.7. (Technical documentation) - Technical Personnel's relevant experience, educational attainment and employment status (1) Electronic Copy And (3) Photo Copy	Applicant / Client
1.B.8. (Technical documentation) - Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the applicant and its employees. Particulars on the experiences, achievements, and track records of the applicant and its employees related to technical and industrial undertakings. Operational organizations, including resources, expertise, and experience. (3) Original Copy	Applicant / Client



1.C. III. Financial Documentation - please refer to General Remarks for further details

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for Order of Payment for Application for Nominated Areas (NAs) for Challenging Applicants Location: Petroleum Resources Development Division (PRDD) Office, Basement Floor, Main Bldg., Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 (on site) or Email through prdd@doe.gov.ph (online)	1.1. Prepare Billing Statement in DOE Collection Monitoring System Version 2.1	None	2 hour/s	Executive Assistant; ERDB, Office of the Director
	1.2. Approve the Billing Statement in DOE Collection Monitoring System Version 2.1		2 hour/s	Director; Energy Resource Development Bureau (ERDB)
	1.3. Issue the Order of Payment to the client		2 hour/s	Accounting Officer; Accounting Division (AD)
2. Payment of Application Fee Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Payment and submission of application can be done simultaneously within the prescribed 60-calendar-day</i>	2.1. Process of Payment Fee	Standard Fees Breakdown: Application Fee for Challenging Applicants: PHP 1000000 Total: PHP 1000000	1 hour/s	Collection Officer; Treasury Division (TD)
	2.2. Issuance of Official Receipt		1 hour/s	Collection Officer; Treasury Division (TD)



<i>period after the publication of the nominated area in accordance with Department Circular (DC) No. 2017-12-0017.</i>				
3. Submission of Application Documents Location: Receiving Area, Ground Floor, Annex Building, Department of Energy, Energy Center, 34th Street corner Rizal Drive, Bonifacio Global City, Taguig City 1632 Notes/Instruction: Note: <i>Payment and submission of application can be done simultaneously within the prescribed 60-calendar-day period after the publication of the nominated area in accordance with Department Circular (DC) No. 2017-12-0017.</i>	3.1. Official receiving of the documents	None	2 hour/s	Records Officer; Records Management Division (RMD)
	3.2. Transmittal of documents to Energy Resource Development Bureau (ERDB)		2 hour/s	Records Officer; Records Management Division (RMD)
	3.3. Endorsement of document to Petroleum Resources Development Division (PRDD)		2 hour/s	Executive Assistant; ERDB, Office of the Director
	3.4. Endorsement of documents to Philippine Conventional Energy Contracting Program (PCECP) Secretariat		2 hour/s	Chief Science Research Specialist ; Petroleum Resources Development Division (PRDD)
4. Attend Pre-submission Conference Location: Location will be announced prior to event date Notes/Instruction: Pre-submission Conference is	4. Conduct of Pre-submission Conference	None	1 calendar day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee



conducted at the 20th Calendar day of the 60-calendar-day period pursuant to Department Circular (DC) No. 2017-12-0017				Members; PCECP Review and Evaluation Committee - Technical Working Group
5. Attend Opening of Documents Location: Location will be announced prior to the event date Notes/Instruction: <i>Payment and submission of application can be done simultaneously within the prescribed 180-calendar-day period after the bid round event in accordance with Department Circular (DC) No. 2017-12-0017.</i> <i>*Day 60 of the 60-calendar-day application period coincides with the Opening of (Application) Documents for the Nominated Area/s. Deadline for applicants to submit their application is at 1100H, while the Opening of (Application) Documents shall commence at 1330H.</i>	5.1. Conduct of Opening of Documents*	None	2 hour/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.2. Preparation of transmittal of the Legal, Technical, and Financial Documents		2 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.3. Approval of the transmittal of the Legal, Technical, and Financial documents		2 hour/s	Head; PCECP Review and Evaluation Committee - Technical Working Group



	5.4. Transmittal of the Legal, Technical, and Financial documents	2 hour/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.5. Substantive Evaluation of the Legal, Technical, and Financial Documents	10 working day/s	Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.6. Preparation and consolidation of the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) evaluation	6 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group
	5.7. Review and Evaluation Committee (REC) Meeting to discuss the results of the Review and Evaluation Committee - Technical Working Group (REC-TWG) substantive evaluation	1 working day/s	- Chairperson; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Members; PCECP Review and Evaluation Committee - Technical Working Group
	5.8. Preparation of documents and	2 working day/s	Secretariat ; PCECP



	issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC)			Review and Evaluation Committee - Technical Working Group
	5.9. Transmittal of the Notice of Qualification to the winning applicant and Notice of Disqualification to unsuccessful applicant/s		1 working day/s	Secretariat ; PCECP Review and Evaluation Committee - Technical Working Group

General Remarks

III. Financial Document

1. For Corporation existing for more than 2 years at the time of filing of application:
 - a. Original copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the member Audited FS is more than six (6) months old at the time of filing
 - b. Original copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS
 - c. Original copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area applied for, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable as per Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:
 - i. Certified true copy of Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations
 - ii. Original copy of Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operations
 - iii. Original copy of Bank-approved loan/credit line earmarked for the proposed operation
 - d. For domestic corporations, latest income tax returns filed with the Bureau of Internal Revenue, and duly validated with tax payments made thereon
2. For newly-organized corporation (existing for two (2) years or less at the time of filing)
 - a. Original copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and /or Chief Finance Officer
 - b. Original copy of the Bank certification to substantiate the cash balance as of the latest unaudited FS
 - c. Original copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area applied for, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable as per Department Circular (DC) No. 2017-12-0017, with supports by any or all of the following:
 - i. Certified true copy of Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations



- ii. Original copy of Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operations
- iii. Original copy of Bank-approved loan/credit line earmarked for the proposed operation
- 3. For Parent Company's guarantee for corporation with insufficient working capital:
 - a. Original copy of Parent Company's financial documents per Petroleum Application Checklist Items III.1.a. and III.1.b.
 - b. Original copy of Duly notarized Letter of Undertaking/Support from the Parent Company to fund the Work Program
 - c. Certified true copy of General Information Sheet (GIS) of the shareholder availing of the Parent Company fund guarantee

Note:

-Minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment of the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.

-The available working capital for each PCECP application shall be net of the fund requirements for other applied PCECP areas, renewable energy service contract applications and existing energy service/operating contracts, if applicable in accordance to Department Circular (DC) No. DC2017-12-0017.

Total Processing Time:	Calendar Days: 2 calendar day/s Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000000

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee - Technical Working Group					
Petroleum Resources Development Division (PRDD)	Information Technology and Management Services (ITMS)	Conventional Energy Resources Compliance Division (CERCD)	Upstream Conventional Energy Legal Services Division (UCELSD)		



**Coal and Nuclear Mineral Resources Development Division
(CNMRDD)
External Services**



1. ERDB-CNMRDD01 Issuance of Letter of Approval for Publication of Nominated Area of Interest Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Application for Coal Operating Contract (COC) is in accordance with Presidential Decree 972 and DOE Department Circular No. DC2017-09-0010.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Corporations, companies, and cooperatives			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Applicant/s for Coal Operating Contract (COC) shall formally nominate through written communication the area/s of their interest addressed to the Review and Evaluation Committee (REC) for consideration. (3) Original Copy			Applicant / Client	
Sub Requirement				
<i>1.A. Attachments</i>				
1.A.1. Technical Description of the nominated area/s (3) Original Copy			Department of Energy - Information Technology and Management Services	
1.A.2. Area Clearance of nominated area/s (3) Original Copy			Department of Energy - Information Technology and Management Services	
1.A.3. Certification that the nominated area/s is/are not within Protected Area/s (3) Original Copy			Department of Environment and Natural Resources - Mines and Geosciences Bureau	
1.A.4. Certification that the nominated area/s is/are not within a mining activity ban (3) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete set/s of application requirements in paper format Location: Records Management Division, Ground Floor DOE Annex Building	1.1. Receive the complete requirements.	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the complete application requirements to the Review and Evaluation Committee (REC) Chair/Undersecretary.		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive and transmit the complete application requirements to Review and Evaluation Committee (REC) Technical Working Group (TWG).		1 working day/s	Review and Evaluation Committee (REC) Chair/Undersecretary; Office of the Undersecretary
	1.4. Check the completeness of the submitted requirements.		1 working day/s	- Review and Evaluation Committee (REC); PCECP Review and Evaluation Committee - Review and Evaluation Committee (REC)- Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working



			Group CNMRDD
	1.5. Conduct evaluation of the application requirements.	8 working day/s	• Review and Evaluation Committee (REC); PCECP Review and Evaluation Committee • Review and Evaluation Committee (REC)- Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working Group CNMRDD
	1.6. Endorse the results of evaluation of application to the Assistant Secretary.	1 working day/s	• Review and Evaluation Committee (REC); PCECP Review and Evaluation Committee • Review and Evaluation Committee (REC) - Technical Working Group; PCECP Review and Evaluation



				Committee - Technical Working Group CNMRDD
	1.7. Review and evaluate the application endorsed.		2 working day/s	Assistant Secretary; Office of the Assistant Secretary
	1.8. Endorse the application to the Undersecretary.		1 working day/s	Assistant Secretary; Office of the Assistant Secretary
	1.9. Review and evaluate the application.		3 working day/s	Undersecretary; Office of the Undersecretary
	1.10. Transmit the Letter of Approval or Disapproval of Publication to the Records Management Division (RMD).		1 working day/s	Administrative Officer; Office of the Undersecretary
	1.11. Transmit and release Letter of Approval or Disapproval of Publication to the applicant.		1 working day/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	



Office Groups and Divisions					
PCECP Review and Evaluation Committee - Technical Working Group CNMRDD					
Energy Resource Development Bureau (ERDB)	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	



2. ERDB-CNMRDD02 Issuance of Notice of Award of Coal Operating Contract (COC) Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Application for Coal Operating Contract (COC) is in accordance with Presidential Decree 972 and DOE Department Circular No. DC2017-09-0010.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Corporations, Companies, and Cooperatives			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter in response to the Notice of Qualification to enter into a COC with the inclusion of the following documents: (1) Original Copy			Applicant / Client	
Sub Requirement				
<i>1.A. Inclusions</i>				
1.A.1. Copy of the required certification before the issuance of Notice of Award for Coal Operating Contract (COC) (1) Original Copy			National Commission on Indigenous Peoples (NCIP) - Issuing Unit	
1.A.2. Copy of the required certification before the conduct of the exploration activities in the Coal Operating Contract (COC) area (1) Original Copy			Department of Environment and Natural Resources - Mines and Geosciences Bureau	
2. Execution copy of the Coal Operating Contract (COC) duly signed by the prospective COC Operator (6) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Requirements Location:	1.1. Receive the documents.	None	4 hour/s	Records Officer; Records Management



Records Management Division, Ground Floor DOE Annex Building			nt Division (RMD)
	1.2. Transmit requirements to the Review and Evaluation Committee (REC) Chair.	4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Transmit of requirements to the Review and Evaluation Committee (REC) Head.	1 working day/s	Review and Evaluation Committee Chair; PCECP Review and Evaluation Committee
	1.4. Evaluate completeness of submitted documents.	2 working day/s	- Review and Evaluation Committee (REC) - Technical Working Group; PCECP Review and Evaluation Committee - Technical Working Group CNMRDD - Review and Evaluation Committee (REC) Secretariat ; PCECP Review and Evaluation Committee Secretariat
	1.5. Prepare documents for Review and	3 working day/s	Review and Evaluation Committee



	Evaluation Committee (REC) Meeting		(REC) Secretariat ; PCECP Review and Evaluation Committee Secretariat
	1.6. Conduct Review and Evaluation Committee (REC) Meeting	1 working day/s	Review and Evaluation Committee (REC); PCECP Review and Evaluation Committee
	1.7. Finalize documents and endorsement of the highest-ranked and compliant applicant to the Office of the Secretary.	5 working day/s	- Review and Evaluation Committee (REC); PCECP Review and Evaluation Committee - Review and Evaluation Committee (REC) - Technical Working Group; PCECP Review and Evaluation Committee - Technical Working Group CNMRDD - Review and Evaluation Committee (REC) Secretariat ; PCECP



				Review and Evaluation Committee Secretariat
	1.8. Review and evaluate application and approve the highest-ranked and compliant applicant along with the Notice of Award.		5 working day/s	Secretary; Office of the Secretary
	1.9. Transmit Notice of Award to Records Management Division (RMD).		1 working day/s	Administrative Staff; Office of the Secretary
	1.10. Transmit and release of Notice of Award to the applicant.		1 working day/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee Secretariat					
Energy Resource Development Bureau (ERDB)	Coal and Nuclear Minerals Division (CNMD)				
PCECP Review and Evaluation Committee - Technical Working Group CNMRDD					
Energy Resource	Coal and Nuclear Mineral Resources	Information Technology and	Financial Services (FS)	Legal Services (LS)	



Office Groups and Divisions					
Development Bureau (ERDB)	Development Division (CNMRDD)	Management Services (ITMS)			



3. ERDB-CNMRDD03 Issuance of Notice of Qualification to Enter into a Coal Operating Contract (COC) Under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Application for Coal Operating Contract (COC) is in accordance with Presidential Decree 972 and DOE Department Circular No. DC2017-09-0010. However, Section 59 of Republic Act No. 8371 or the Indigenous Peoples' Rights Act (IPRA), mandates all departments and other governmental agencies not to issue, renew, or grant any concession, license or lease, or enter into any production-sharing agreements without prior certification from the National Commission on Indigenous Peoples (NCIP), which requires a field-based investigation and free, prior, and informed consent of the affected Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Corporations, Companies, and Cooperatives	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements (3) Original Copy		Applicant / Client
Sub Requirement		
<i>1.A. Legal Documentation</i>		
1.A.1. Duly filled-out covering information sheet showing a brief summary of application; (3) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) Website (DC2017-09-0010 Annex A)
1.A.2. Certified true copies of the SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of coal resources; (3) Original Copy		Securities and Exchange Commission - Issuing Unit
1.A.3. Certified true copy of the GIS stamped received by the SEC not more than 12 months old at the time of filing of application; (3) Original Copy		Securities and Exchange Commission - Issuing Unit
1.A.4. Original copy of the Certificate of Authority from the Board of Directors of the applicant authorizing a		Applicant / Client



designated representative/s to apply, negotiate, sign any documents, and execute the COC. The said Certificate of Authority shall be executed under oath by the Corporate Secretary; and, (3) Original Copy	
1.A.5. In case the applicant is a partnership or cooperative, it shall submit the legal documents as specified in I.2 to I.4 above, or its equivalent, issued or authenticated by the appropriate governing authorities. (3) Original Copy	Applicant / Client
<i>1.B. Work Program Documentation</i>	
1.B.1. Geological Report (Narrative presentation of available data such as geology, coal quality, resource estimate, if available, etc., indicating presence of coal resources at depth); (3) Original Copy	Applicant / Client
1.B.2. Proposed Exploration Work Program (Narrative discussion of the different exploration strategies and methodologies to be employed in delineating coal resources at depth with subsequent manpower complement and projected expenditures on annual basis for each activity with respect to the area or areas specified in the proposal); (3) Original Copy	Applicant / Client
1.B.3. The work equivalents as provided for in Chapter Four (4) Section III of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines" shall be applied equivalent to 9,000 feet or 2,743 meters drillhole equivalent per coal block annually; (3) Original Copy	Applicant / Client
1.B.4. Schedule of Works and Manpower Requirements in Gantt Chart; and, (3) Original Copy	Applicant / Client
1.B.5. Projected Exploration Expenditures. (3) Original Copy	Applicant / Client
<i>1.C. Technical Documentation</i>	
1.C.1. Particulars of technical and industrial resources available to the applicant for the exploration of coal resources; (3) Original Copy	Applicant / Client
1.C.2. Particulars on the technical and industrial qualifications, eligibilities and work related experiences of the applicant and its employ (3) Original Copy	Applicant / Client



1.C.3. Particulars on the experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings; and, (3) Original Copy	Applicant / Client
1.C.4. Particulars on organizational and management structures relative to administration, financial and technical aspects of the applicant. (3) Original Copy	Applicant / Client
1.D. Financial Documentation	
1.D.1. For corporations existing for more than two (2) years at the time of filing of application: (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.D.1.A. Original Copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and Original Copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing;</i>	
<i>1.D.1.B. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS;</i>	
<i>1.D.1.C. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable; and,</i>	
<i>1.D.1.D. A certified true copy of the latest income tax return filed with the Bureau of Internal Revenue, and duly validated with the tax payments made thereon.</i>	
1.D.2. For newly-organized corporations existing for less than two (2) years at the time of filing of application: (3) Original Copy	Applicant / Client
Sub Requirement	
<i>1.D.2.A. Original Copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;</i>	
<i>1.D.2.B. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS; and,</i>	
<i>1.D.2.C. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable.</i>	
1.D.3. For Parent Company that guarantees for corporations with insufficient capital. Financial guarantees of foreign companies to their subsidiaries that are shareholders of the applicant shall be limited to their equity participation in the allowable maximum forty	Applicant / Client



percent (40%) foreign capitalization: (3) Original Copy				
Sub Requirement				
1.D.3.A. Original Copy of the Parent Company's financial documents per 4.a.i. and 4.a.ii.;				
1.D.3.B. Original Copy of duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; and,				
1.D.3.C. General Information Sheet (GIS) of the shareholders of the applicant availing of the Parent Company fund guarantee.				
1.D.4. Minimum working capital requirement (Liquid Assets Less Current Liabilities) is 150% of the financial commitment for the first contract year of the proposed work program and budget as provided for in Chapter One (1) Section III item A.1.a of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines". Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset. (3) Original Copy			Applicant / Client	
1.D.5. The applicant shall have available working capital for each PCECP application separate from other applied PCECP areas, renewable energy service contract applications and existing energy service/ operating contracts. (3) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for Order of Payment for the application fee Location: Coal and Nuclear Mineral Resources Development Division, Basement DOE Annex Building Notes/Instruction: Submit email request to the Coal and Nuclear Mineral Resources Development Division	1. Issue Order of Payment to Applicant	None	4 hour/s	Accounting Staff; Accounting Division (AD)



through cnmd@doe.gov.ph				
2. Payment of nonrefundable application fee per area to participate in the PCECP for Coal Location: Treasury Division, Ground Floor DOE Annex Building	2. Receive payment from applicant and issues Invoice	Standard Fees Breakdown: Application fee per area: PHP 200000 Total: PHP 200000	4 hour/s	Collection Officer; Treasury Division (TD)
3. Submission of three (3) complete sets of application requirements in both paper and digital format with Invoice to be securely placed in the bid box Location: Records Management Division, Ground Floor DOE Annex Building Notes/Instruction: To be submitted by the applicant on or before 1100H of the 60th calendar day after date of publication.	3.1. Receive the three (3) complete sets of application documents in both paper and digital format with OR of the application fee. (Note that RMD and the REC Secretariat shall transfer the bid box to the Opening of Application Documents venue.)	None	1 working day/s	- Review and Evaluation Committee (REC) Secretariat ; PCECP Review and Evaluation Committee Secretariat - Records Officer; Records Management Division (RMD)
	3.2. Conduct the Opening of Application Documents and Checking for the Completeness of Applications (1300H on the final day of submission of documents)		1 working day/s	Review and Evaluation Committee (REC) - Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working Group CNMRDD



	3.3. Substantive evaluation of applicant/s with complete Legal Technical, and Financial documentation		7 working day/s	• Review and Evaluation Committee (REC) - Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working Group CNMRDD • Review and Evaluation Committee (REC) - Secretariat ; PCECP Review and Evaluation Committee Secretariat
	3.4. Preparation and Consolidation of the results of the REC-TWG substantive evaluation. If a sole applicant has incomplete or defective documents, the REC-TWG shall inform the sole applicant to submit or correct the defective documents at the REC's discretion within thirty (30) calendar days from the receipt of the notice. Non-compliance thereof shall result in the disqualification of the application.		5 working day/s	• Review and Evaluation Committee (REC) - Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working Group CNMRDD • Review and Evaluation Committee



			(REC) - Secretariat ; PCECP Review and Evaluation Committee Secretariat
	3.5. Endorse the highest-ranked and compliant applicant to the Review and Evaluation Committee (REC).	1 working day/s	• Review and Evaluation Committee (REC) - Technical Working Group (TWG); PCECP Review and Evaluation Committee - Technical Working Group CNMRDD • Review and Evaluation Committee (REC) - Secretariat ; PCECP Review and Evaluation Committee Secretariat
	3.6. Convene and discuss the results of the Review and Evaluation Committee (REC) - Technical Working Group (TWG)	1 working day/s	• Review and Evaluation Committee (REC) - Technical Working Group (TWG); PCECP Review and Evaluation Committee



				- Technical Working Group CNMRDD
	3.7. Prepare documents and issuance of the Notice of Qualification to enter into a COC		3 working day/s	Review and Evaluation Committee (REC) - Secretariat ; PCECP Review and Evaluation Committee Secretariat

General Remarks

Note: Make sure to keep your Invoice after paying the Application Fee, as you will need to submit a copy to the Coal and Nuclear Mineral Resources Development Division

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 200000

Office Legend

Office Groups and Divisions					
PCECP Review and Evaluation Committee Secretariat					
Energy Resource Development Bureau (ERDB)	Coal and Nuclear Minerals Division (CNMD)				
PCECP Review and Evaluation Committee					
Office of the Undersecretary	Energy Resource Development Bureau (ERDB)	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	
PCECP Review and Evaluation Committee - Technical Working Group CNMRDD					
Energy Resource Development Bureau (ERDB)	Coal and Nuclear Mineral Resources Development	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	



Office Groups and Divisions					
	Division (CNMRDD)				



4. ERDB-CNMRDD04 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (1 Application)

This service covers the evaluation and endorsement of tax exemption applications submitted by Coal Operating Contract (COC) holders, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006. The issuance of a Tax Exemption Endorsement enables qualified COC holders to avail of fiscal incentives, specifically the tax- and duty-free importation of machinery, equipment, materials, and parts that are directly and actually needed and will be used exclusively in coal operations.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract (COC) Holders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Transmittal Letter signed by an Authorized Company Representative addressed to the Energy Resource Development Bureau (ERDB) Director (1) Original Copy		Applicant / Client
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division or https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2018-03-0006
3. Company purchase order and shipping documents (4) Photo Copy		Applicant / Client
4. For Emergency Importation (1) Original Copy		Applicant / Client
<i>Remarks:</i> 4.A. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. 4.B. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		



5. For Sale (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.</i>				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees amounting to Php 750.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Complete Documents Location: Records Management Division, Annex Ground Floor, DOE Building	1.1. Receive the complete documents with Invoice/Proof of Payment	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application		8 working day/s	• Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division



		(CNMRDD) • Technical Audit Specialist (for disposal/sale); Conventional Energy Resources Compliance Division (CERCD)
	1.5. Prepare the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB	1 working day/s • Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC, ERDB Director to sign the TEC, and endorse the application to Legal Services (LS)	2 working day/s • Director; Energy Resource Development Bureau (ERDB)
	1.7. Conduct a Legal Evaluation on the endorsed application	1 working day/s • Attorney IV; Legal Services (LS)
	1.8. Endorse application to the Undersecretary/Secretary	1 working day/s • Attorney V; Legal Services (LS)
	1.9. Review the endorsed application and endorses the approved TEC to ERDB	3 working day/s • Undersecretary; Office of the Undersecretary



			Secretary; Office of the Secretary
	1.10. Transmit the signed TEC to CNMD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.11. Record the Approved TEC and transmit to RMD.	4 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.12. Record, dry seal, and release the TEC to the applicant.	4 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. ERDB-CNMRDD04-01 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (2-10 Applications)

This service covers the evaluation and endorsement of tax exemption applications submitted by Coal Operating Contract (COC) holders, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006. The issuance of a Tax Exemption Endorsement enables qualified COC holders to avail of fiscal incentives, specifically the tax- and duty-free importation of machinery, equipment, materials, and parts that are directly and actually needed and will be used exclusively in coal operations.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract (COC) Holders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Transmittal Letter signed by an Authorized Company Representative addressed to the Energy Resource Development Bureau (ERDB) Director (1) Original Copy		Applicant / Client
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division or https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2018-03-0006
3. Company purchase order and shipping documents (4) Photo Copy		Applicant / Client
4. For Emergency Importation (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>4.A. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials.</i> <i>4.B. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.</i>		



5. For Sale (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.</i>				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees amounting to Php 750.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Complete Documents Location: Records Management Division, Annex Ground Floor, DOE Building	1.1. Receive the complete documents with Invoice/Proof of Payment	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application		20 working day/s	• Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division



		(CNMRDD) • Technical Audit Specialist (for disposal/sale); Conventional Energy Resources Compliance Division (CERCD)
	1.5. Prepare the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB	2 working day/s • Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC, ERDB Director to sign the TEC, and endorse the application to Legal Services (LS)	3 working day/s • Director; Energy Resource Development Bureau (ERDB)
	1.7. Conduct a Legal Evaluation on the endorsed application	2 working day/s • Attorney IV; Legal Services (LS)
	1.8. Endorse application to the Undersecretary/Secretary	2 working day/s • Attorney V; Legal Services (LS)
	1.9. Review the endorsed application and endorses the approved TEC to ERDB	7 working day/s • Undersecretary; Office of the Undersecretary



			Secretary; Office of the Secretary
	1.10. Transmit the signed TEC to CNMRDD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.11. Record the Approved TEC and transmit to RMD.	4 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.12. Record, dry seal, and release the TEC to the applicant.	4 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 40 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. ERDB-CNMRDD04-02 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (11-20 Applications)

This service covers the evaluation and endorsement of tax exemption applications submitted by Coal Operating Contract (COC) holders, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006. The issuance of a Tax Exemption Endorsement enables qualified COC holders to avail of fiscal incentives, specifically the tax- and duty-free importation of machinery, equipment, materials, and parts that are directly and actually needed and will be used exclusively in coal operations.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract (COC) Holders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Transmittal Letter signed by an Authorized Company Representative addressed to the Energy Resource Development Bureau (ERDB) Director (1) Original Copy		Applicant / Client
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division or https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2018-03-0006
3. Company purchase order and shipping documents (4) Photo Copy		Applicant / Client
4. For Emergency Importation (1) Original Copy		Applicant / Client
Remarks: 4.A. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. 4.B. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		



5. For Sale (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.</i>				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees amounting to Php 750.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Complete Documents Location: Records Management Division, Annex Ground Floor, DOE Building	1.1. Receive the complete documents with Invoice/Proof of Payment	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application		35 working day/s	• Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division



		(CNMRDD)
		• Technical Audit Specialist (for disposal/sale); Convention al Energy Resources Compliance Division (CERCD)
1.5. Prepare the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB	3 working day/s	• Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Review the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC, ERDB Director to sign the TEC, and endorse the application to Legal Services (LS)	4 working day/s	• Director; Energy Resource Development Bureau (ERDB)
1.7. Conduct a Legal Evaluation on the endorsed application	3 working day/s	• Attorney IV; Legal Services (LS)
1.8. Endorse application to the Undersecretary/Secretary	3 working day/s	• Attorney V; Legal Services (LS)
1.9. Review the endorsed application and endorses the approved TEC to ERDB	8 working day/s	• Undersecretary; Office of the Undersecretary



			Secretary; Office of the Secretary
	1.10. Transmit the signed TEC to CNMRDD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.11. Record the Approved TEC and transmit to RMD.	4 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.12. Record, dry seal, and release the TEC to the applicant.	4 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 60 working day/s	
Total Processing Fee:		Total Standard Fee: None	



7. ERDB-CNMRDD04-03 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (21-30 Applications)

This service covers the evaluation and endorsement of tax exemption applications submitted by Coal Operating Contract (COC) holders, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006. The issuance of a Tax Exemption Endorsement enables qualified COC holders to avail of fiscal incentives, specifically the tax- and duty-free importation of machinery, equipment, materials, and parts that are directly and actually needed and will be used exclusively in coal operations.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract (COC) Holders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Transmittal Letter signed by an Authorized Company Representative addressed to the Energy Resource Development Bureau (ERDB) Director (1) Original Copy		Applicant / Client
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division or https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2018-03-0006
3. Company purchase order and shipping documents (4) Photo Copy		Applicant / Client
4. For Emergency Importation (1) Original Copy		Applicant / Client
Remarks: 4.A. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. 4.B. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		



5. For Sale (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.</i>				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees amounting to Php 750.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Complete Documents Location: Records Management Division, Annex Ground Floor, DOE Building	1.1. Receive the complete documents with Invoice/Proof of Payment	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application		50 working day/s	• Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division



		(CNMRDD) • Technical Audit Specialist (for disposal/sale); Conventional Energy Resources Compliance Division (CERCD)
	1.5. Prepare the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB	4 working day/s • Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC, ERDB Director to sign the TEC, and endorse the application to Legal Services (LS)	5 working day/s • Director; Energy Resource Development Bureau (ERDB)
	1.7. Conduct a Legal Evaluation on the endorsed application	4 working day/s • Attorney IV; Legal Services (LS)
	1.8. Endorse application to the Undersecretary/Secretary	4 working day/s • Attorney V; Legal Services (LS)
	1.9. Review the endorsed application and endorses the approved TEC to ERDB	9 working day/s • Undersecretary; Office of the Undersecretary



			Secretary; Office of the Secretary
	1.10. Transmit the signed TEC to CNMRDD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.11. Record the Approved TEC and transmits to RMD.	4 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.12. Record, dry seal, and release the TEC to the applicant.	4 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 80 working day/s	
Total Processing Fee:		Total Standard Fee: None	



8. ERDB-CNMRDD04-04 Issuance of Tax-Exemption Certificate (TEC) under PD 972 (31 and Above Applications)

This service covers the evaluation and endorsement of tax exemption applications submitted by Coal Operating Contract (COC) holders, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006. The issuance of a Tax Exemption Endorsement enables qualified COC holders to avail of fiscal incentives, specifically the tax- and duty-free importation of machinery, equipment, materials, and parts that are directly and actually needed and will be used exclusively in coal operations.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract (COC) Holders	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Transmittal Letter signed by an Authorized Company Representative addressed to the Energy Resource Development Bureau (ERDB) Director (1) Original Copy		Applicant / Client
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division or https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2018-03-0006
3. Company purchase order and shipping documents (4) Photo Copy		Applicant / Client
4. For Emergency Importation (1) Original Copy		Applicant / Client
Remarks: 4.A. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. 4.B. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		



5. For Sale (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.</i>				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees amounting to Php 750.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Complete Documents Location: Records Management Division, Annex Ground Floor, DOE Building	1.1. Receive the complete documents with Invoice/Proof of Payment	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application		65 working day/s	• Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division



		(CNMRDD) • Technical Audit Specialist (for disposal/sale); Conventional Energy Resources Compliance Division (CERCD)
	1.5. Prepare the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB	5 working day/s • Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC, ERDB Director to sign the TEC, and endorse the application to Legal Services (LS)	6 working day/s • Director; Energy Resource Development Bureau (ERDB)
	1.7. Conduct a Legal Evaluation on the endorsed application	5 working day/s • Attorney IV; Legal Services (LS)
	1.8. Endorse application to the Undersecretary/Secretary	5 working day/s • Attorney V; Legal Services (LS)
	1.9. Review the endorsed application and endorses the approved TEC to ERDB	10 working day/s • Undersecretary; Office of the Undersecretary



			Secretary; Office of the Secretary
	1.10. Transmit the signed TEC to CNMRDD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.11. Record the Approved TEC and transmit to RMD.	4 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.12. Record, dry seal, and release the TEC to the applicant.	4 hour/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 100 working day/s	
Total Processing Fee:		Total Standard Fee: None	



9. ERDB-CNMRDD05 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent

This service facilitates the issuance of a Small-Scale Coal Mining Permit (SSCMP) to qualified individuals applying to operate in areas not covered by any existing Coal Operating Contract (COC) or where the supervision of a COC holder has been formally waived in accordance with BED Circular 87-03-001.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)																		
Classification:	Highly Technical																		
Type of Transaction:	G2C (Government to Citizen)																		
Who may avail:	Interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located.																		
Operating Hours:	8:00 AM - 5:00 PM																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative (3) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Duly Accomplished Application Form (3) Original Copy</td><td>Department of Energy - Coal and Nuclear Mineral Resources Development Division</td></tr> <tr> <td>3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer (3) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Technical Description (3) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Lot Data Computation (3) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Certification of Residency from: (3) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 6.1 Barangay Captain; and 6.2 Municipal/City Mayor </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative (3) Original Copy	Applicant / Client	2. Duly Accomplished Application Form (3) Original Copy	Department of Energy - Coal and Nuclear Mineral Resources Development Division	3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer (3) Original Copy	Applicant / Client	4. Technical Description (3) Original Copy	Applicant / Client	5. Lot Data Computation (3) Original Copy	Applicant / Client	6. Certification of Residency from: (3) Photo Copy	Applicant / Client	<i>Remarks:</i> 6.1 Barangay Captain; and 6.2 Municipal/City Mayor	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative (3) Original Copy	Applicant / Client																		
2. Duly Accomplished Application Form (3) Original Copy	Department of Energy - Coal and Nuclear Mineral Resources Development Division																		
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer (3) Original Copy	Applicant / Client																		
4. Technical Description (3) Original Copy	Applicant / Client																		
5. Lot Data Computation (3) Original Copy	Applicant / Client																		
6. Certification of Residency from: (3) Photo Copy	Applicant / Client																		
<i>Remarks:</i> 6.1 Barangay Captain; and 6.2 Municipal/City Mayor																			



7. Work Program (signed and sealed by Mining Engineer) (3) Original Copy			Applicant / Client	
<i>Remarks:</i> 7.1 Computation of Coal Reserves 7.2 Mining Method to be used 7.3 Projection of Daily and Annual Production Rates 7.4 Table of Organization 7.5 List of Mining Equipment 7.6 Geological Map of Area Applied, Scale 1:1000 7.7 Detailed Mine Plan, Scale 1:10007.8 Production Cost per metric ton 7.9 Minimum Acceptable Market Price per metric ton				
8. Proof of Working Capital (i.e., Certificate of Bank Deposit) (3) Photo Copy			Applicant / Client	
9. Copy of Invoice for the payment of fees amounting to Php 1,000.00 per hectare or fraction thereof (3) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete sets of documents Location: Records Management Division, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	• Administrative Staff; ERDB, Office of the Director



1.4. Receive the documents and conduct a Technical Evaluation of the submitted application	13 working day/s	Science Research Specialist II/Senior Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review and approve the evaluated SSCMP application and endorse the application to ERDB Director for approval	1 working day/s	Chief Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. ERDB Director to review and approve the evaluated SSCMP application; Administrative Staff to record and transmit the approved SSCMP to CNMRDD	2 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
1.7. Record and transmit the approved SSCMP to Records Management Division (RMD)	1 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.8. Record and release the approved SSCMP through mail.		1 working day/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



10. ERDB-CNMRDD06 Issuance of Small-Scale Coal Mining Permit (SSCMP)- Supervised by Coal Operating Contract (COC) Holders

This service facilitates the issuance of a Small-Scale Coal Mining Permit (SSCMP) to qualified individuals within areas covered by an existing Coal Operating Contract (COC). The issuance is in accordance with the guidelines of Bureau of Energy Development (BED) Circular No. 87-03-001, which allows small-scale coal mining activities under the technical supervision of the concerned COC holder.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative (3) Original Copy		Applicant / Client
2. Duly Accomplished Application Form (3) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer (3) Original Copy		Applicant / Client
4. Technical Description (3) Original Copy		Applicant / Client
5. Lot Data Computation (3) Original Copy		Applicant / Client
6. Certification of Residency from: (3) Photo Copy		Applicant / Client
Remarks: 6.1 Barangay Captain; and 6.2 Municipal/City Mayor		



7. Work Program (signed and sealed by Mining Engineer) (3) Original Copy			Applicant / Client	
<i>Remarks:</i> 7.1 Computation of Coal Reserves 7.2 Mining Method to be used 7.3 Projection of Daily and Annual Production Rates 7.4 Table of Organization 7.5 List of Mining Equipment 7.6 Geological Map of Area Applied, Scale 1:1000 7.7 Detailed Mine Plan, Scale 1:1000 7.8 Production Cost per metric ton 7.9 Minimum Acceptable Market Price per metric ton				
8. Proof of Working Capital (i.e., Certificate of Bank Deposit) (3) Photo Copy			Applicant / Client	
9. Operating Agreement (3) Original Copy			Applicant / Client	
10. Contract of Purchase and Sale (3) Original Copy			Applicant / Client	
11. Copy of Invoice for the payment of fees amounting to Php 1,000.00 per hectare or fraction thereof (3) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete sets of documents Location: Records Management Division, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	• Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	• Records Officer; Records Management Division (RMD)



	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Staff; ERDB, Office of the Director
	1.4. Receive the documents and conduct a Technical Evaluation of the submitted application	13 working day/s	Science Research Specialist II/Senior Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Review and approve the evaluated SSCMP application and endorse the application to ERDB Director for approval	1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve the evaluated SSCMP application and record and transmit the approved SSCMP to CNMRDD	2 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; ERDB, Office of the Director
	1.7. Record and transmit the approved SSCMP to RMD	1 working day/s	Administrative Officer; Coal and Nuclear



				Mineral Resources Development Division (CNMRDD)
	1.8. Record and release the approved SSCMP		1 working day/s	Records Officer; Records Management Division (RMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



11. ERDB-CNMRDD07 Issuance of Certificate of Accreditation as Coal Trader (CT)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, entities engaged in the business of buying, selling, importing, exporting, marketing, transporting, distributing, retailing, handling, stockpiling, and storage of coal, and all other related activities must be accredited with the Department of Energy.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, entities engaged in the business of buying, selling, importing, exporting, marketing, transporting, distributing, retailing, handling, stockpiling, and storage of coal, and all other related activities must be accredited with the Department of Energy.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration certificate (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> <i>Issued by either of the following government agencies:</i> <i>a. Securities and Exchange Commission (SEC)</i> <i>b. Department of Trade and Industry (DTI)</i> <i>c. Cooperative Development Authority (CDA)</i>		
3. Business Permit (1) Certified True Copy		Applicant / Client
<i>Remarks:</i>		



Current Business Permit from the City or Municipality where the principal office is located and, if applicable, City or Municipality where the storage facility is located.				
4. Duly notarized/authenticated coal supply agreement with an Operator of a Coal Operating Contract (COC) under Development and Production (D/P) Phase, with approved Work Program and Budget (WPB) and production of not less than 100,000 metric tons per year; and/or a Holder of a Small-Scale Coal Mining Permit (SSCMP); and/or foreign coal supplier/s. (1) Certified True Copy		Applicant / Client		
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy		Applicant / Client		
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility. (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
7. Proof of ownership of transportation vehicle/s or equipment, or certified true copy of service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Photo Copy		Applicant / Client		
Remarks: Include the following: (1) Certified True Copy 1 . For land transportation: a. List of vehicles with plate numbers and copies of valid Official Receipts and Certificates of Registration (ORs/CRs); and b. List of authorized drivers with copy of valid licenses. 2. For sea transportation: a. List of barges/ships with copy of registration and ownership documents.				
8. Proof of authority of the representative of the applicant, if applicable (1) Photo Copy		Applicant / Client		
9. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy		Department of Energy - Treasury Division		
10. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				LE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building Notes/Instruction: If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.	1.1. Receive and transmit the complete set of documents to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	None	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application		5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.4. Prepare a Memorandum to the Energy Resource Development Bureau (ERDB) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	2 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.7. Transmit the Memorandum to the Energy Resource	1 working day/s	Administrative Officer/Assi



	Development Bureau (ERDB)		igned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and endorse to the ERDB Director	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. ERDB Director to review and approve the Memorandum and Certificate of Accreditation as Coal Trader	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.10. Receive and transmit the approved Certificate of Accreditation as Coal Trader to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.11. Receive and record approved Certificate of Accreditation as Coal Trader; Transmit the approved Certificate of Accreditation as Coal Trader to the requesting party (either through email or may be picked by the requesting party)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



12. ERDB-CNMRDD08 Issuance of Certificate of Accreditation as Coal Trader (CT) - Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited entity engaged in the business of buying, selling, importing, exporting, marketing, transporting, distributing, retailing, handling, stockpiling, and storage of coal, and all other related activities.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration certificate (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> <i>Issued by either of the following government agencies:</i> <i>a. Securities and Exchange Commission (SEC)</i> <i>b. Department of Trade and Industry (DTI)</i> <i>c. Cooperative Development Authority (CDA)</i>		
3. Business Permit (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> <i>Current Business Permit from the City or Municipality where the principal office is located and, if applicable, City or Municipality where the storage facility is located.</i>		
4. Duly notarized/authenticated coal supply agreement with an Operator of a COC under D/P Phase, with approved Work Program and Budget (WPB) and production of not less than		Applicant / Client



100,000 metric tons per year; and/or a Holder of an SSCMP; and/or foreign coal supplier/s. (1) Original Copy	
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Original Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy	Applicant / Client
7. Proof of ownership of transportation vehicle/s or equipment, or certified true copy of service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Include the following:</i> <i>1 . For land transportation:</i> <i>a. List of vehicles with plate numbers and copies of valid Official Receipts and Certificates of Registration (ORs/CRs); and</i> <i>b. List of authorized drivers with copy of valid licenses.</i> <i>2. For sea transportation:</i> <i>a. List of barges/ships with copy of registration and ownership documents.</i>	
8. Proof of authority of the representative of the applicant, if applicable (1) Photo Copy	Applicant / Client
9. Financial Clearance (1) Photo Copy	Department of Energy - Conventional Energy Resources Compliance Division
10. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Original Copy	Department of Energy - Treasury Division
11. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. In case the documentary requirements submitted for its previous Accreditation as CT application remain valid and unchanged as of the time of application for renewal.	
A.1. Sworn Certification (1) Original Copy	Department of Energy - Coal and Nuclear Mineral Resources Development



Division (CNMRDD) DC2025-11-0027 Annex B

Remarks:

The applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building Notes/Instruction: If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.	1.1. Receive and transmit the complete set of documents to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.): PHP 20000	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s, 4 hour/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application		5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist



			II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Prepare a Memorandum to the Energy Resource Development Bureau (ERDB) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	2 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist; Coal and



		Nuclear Mineral Resources Development Division (CNMRDD)
1.7. Transmit the Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.8. Receive Memorandum and endorse to the ERDB Director	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.9. ERDB Director to review and approve the Memorandum and Certificate of Accreditation as Coal Trader	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.10. Receive and transmit the approved Certificate of Accreditation as Coal Trader to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)



	1.11. Receive and record approved Certificate of Accreditation as Coal Trader; Transmit the approved Certificate of Accreditation as Coal Trader to the requesting party (either through email or may be picked by the requesting party)		4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.) : 20000				



13. ERDB-CNMRDD09 Issuance of Certificate of Accreditation as Coal End-User (CEU)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, entities that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries must be accredited with the Department of Energy.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resource Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration Certificate (1) Certified True Copy		Applicant / Client
Remarks: Issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		
3. Business Permit (1) Certified True Copy		Applicant / Client



<i>Remarks:</i> <i>Current Business Permit from the City or Municipality where the principal office is located and, if applicable, City or Municipality where the storage facility is located</i>				
4. Technical specifications of coal-fired equipment and plant location map. (1) Photo Copy		Applicant / Client		
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy		Applicant / Client		
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
7. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable (1) Certified True Copy		Applicant / Client		
8. Proof of authority of the representative of the applicant (1) Photo Copy		Applicant / Client		
9. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy		Department of Energy - Treasury Division		
10. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Coal and Nuclear Mineral Resources Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents	None	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)

Notes/Instruction:



If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel	1 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation	7 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Prepare a Memorandum to the Energy Resource Development Bureau (ERDB) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	2 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources



			Development Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	1 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.7. Transmit the Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and endorse to the ERDB Director	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development



			nt Bureau (ERDB)
	1.9. ERDB Director to review and approve the attached Memorandum of Approval and Certificate of Accreditation as Coal End-User	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.10. Receive and transmit the approved Certificate of Accreditation as Coal End-User to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.11. Receive and record approved Certificate of Accreditation as Coal End-User; Transmit the approved Certificate of Accreditation as Coal End-User to the requesting party (either through email or may be picked by the requesting party)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



14. ERDB-CNMRDD10 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration. Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	A registered/accredited entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resource Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration Certificate (1) Certified True Copy		Applicant / Client
Remarks: Issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		
3. Business Permit (1) Photo Copy		Applicant / Client



<i>Remarks:</i> <i>Current Business Permit from the City or Municipality where the principal office is located and, if applicable, City or Municipality where the storage facility is located</i>				
4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy		Applicant / Client		
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy		Applicant / Client		
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Original Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
7. Service agreement with an accredited Coal Logistics Service Provider, if applicable (1) Certified True Copy		Applicant / Client		
8. Proof of authority of the representative of the applicant, if applicable (1) Photo Copy		Applicant / Client		
9. Financial Clearance (1) Photo Copy		Department of Energy - Conventional Energy Resources Compliance Division (CERCD)		
10. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy		Department of Energy - Treasury Division		
11. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Coal and Nuclear Mineral Resources Development Division (CNMRDD) Location:	1.1. Receive and transmit to the Division Chief of the Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources



Basement, DOE Annex Building Notes/Instruction: If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.		an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.): PHP 20000		Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation		7 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Prepare a Memorandum to the Energy Resource Development Bureau (ERDB) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist		2 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned



			Personne; Coal and Nuclear Mineral Resources Developme nt Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	1 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	1 working day/s	Chief; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.7. Transmit the Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and endorse to the ERDB Director	1 working day/s	Administrative Officer/Assigned Personnel; Energy



				Resource Development Bureau (ERDB)
	1.9. ERDB Director to review and approve the attached Memorandum of Approval and Certificate of Accreditation as Coal End-User		5 working day/s	• Director; Energy Resource Development Bureau (ERDB)
	1.10. Receive and transmit the approved Certificate of Accreditation as Coal End-User to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		4 hour/s	• Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.11. Receive and record approved Certificate of Accreditation as Coal End-User; Transmit the approved Certificate of Accreditation as Coal End-User to the requesting party (either through email or may be picked by the requesting party)		4 hour/s	• Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.) : 20000				



15. ERDB-CNMRDD11 Issuance of Certificate of Accreditation as Coal Logistics Service Provider (CLSP)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, entities that provides transportation of coal by land or sea, port operations such as coal loading and unloading, temporary storage in port facilities and/or stevedoring, hustling, and other related activities must be accredited with the Department of Energy.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any entity that provides transportation of coal by land or sea, port operations such as coal loading and unloading, temporary storage in port facilities and/or stevedoring, hustling, and other related activities.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration Certificate (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Issued by either of the following government agencies:</i> <i>a. Securities and Exchange Commission (SEC)</i> <i>b. Department of Trade and Industry (DTI)</i> <i>c. Cooperative Development Authority (CDA)</i>		
3. Business Permit (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> <i>Current Business Permit from the City or Municipality where the principal office and the storage facility are located.</i>		



4. Proof of ownership or duly notarized lease contract of the coal storage and/or port facility/ies (1) Photo Copy			Applicant / Client	
5. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy			Department of Environment and Natural Resources - Environmental Management Bureau	
6. Proof of ownership of transportation vehicle/s or equipment, for coal conveyance, if applicable (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Include the following:</i> <i>1 . For land transportation:</i> <i>a. List of vehicles with plate numbers and copies of valid Official Receipts and Certificates of Registration (ORs/CRs); and</i> <i>b. List of authorized drivers with copy of valid licenses.</i> <i>2. For sea transportation:</i> <i>a. List of barges/ships with copy of registration and ownership documents.</i>				
7. Service Agreement with an accredited Coal Trader of Coal End-User, or with an Operator of Coal Operating Contract (COC) under Development and Production (D/P) Phase or Holder of a Small-Scale Coal Mining Permit (SSCMP), as applicable (1) Certified True Copy			Applicant / Client	
8. Proof of authority of the representative of the applicant, if applicable (1) Photo Copy			Applicant / Client	
9. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy			Applicant / Client	
10. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location:	1.1. Receive and transmit to the Division Chief of the Coal and Nuclear	None	4 hour/s	• Administrative Officer/Assigned



Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building Notes/Instruction: If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.	Mineral Resources Development Division (CNMRDD) the complete set of documents		Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel	1 working day/s, 4 hour/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application	5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Prepare a Memorandum to the Energy Resource Development Bureau (ERDB) for review and evaluation of the	2 working day/s	Senior Science Research Specialist (SRS)/Science



	request and endorse the same to the Supervising Science Research Specialist		Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.7. Transmit the Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.8. Receive Memorandum and endorse to the ERDB Director	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. ERDB Director to review and approve the Memorandum and Certificate of Accreditation as Coal Logistics Service Provider	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.10. Receive and transmit the approved Certificate of Accreditation as Coal Logistics Service Provider to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.11. Receive and record approved Certificate of Accreditation as Coal Logistics Service Provider; Transmit the approved Certificate of Accreditation as Coal Logistics Service Provider to the requesting party (either through email or may be picked by the requesting party)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



16. ERDB-CNMRDD12 Issuance of Certificate of Accreditation as Coal Logistics Service Provider (CLSP) - Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any accredited entity that provides transportation of coal by land or sea, port operations such as coal loading and unloading, temporary storage in port facilities and/or stevedoring, hustling, and other related activities.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex A
2. Registration Certificate (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Issued by either of the following government agencies:</i> <i>a. Securities and Exchange Commission (SEC)</i> <i>b. Department of Trade and Industry (DTI)</i> <i>c. Cooperative Development Authority (CDA)</i>		
3. Business Permit (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> <i>Current Business Permit from the City or Municipality where the principal office and the storage facility are located.</i>		



4. Proof of ownership or duly notarized lease contract of the coal storage and/or port facility/ies (1) Photo Copy			Applicant / Client	
5. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy			Department of Environment and Natural Resources - Environmental Management Bureau	
6. Proof of ownership of transportation vehicle/s or equipment, for coal conveyance, if applicable (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Include the following:</i> <i>1 . For land transportation:</i> <i>a. List of vehicles with plate numbers and copies of valid Official Receipts and Certificates of Registration (ORs/CRs); and</i> <i>b. List of authorized drivers with copy of valid licenses.</i> <i>2. For sea transportation:</i> <i>a. List of barges/ships with copy of registration and ownership documents.</i>				
7. Service Agreement with an accredited Coal Trader of Coal End-User, or with an Operator of Coal Operating Contract (COC) under Development and Production (D/P) Phase or Holder of a Small-Scale Coal Mining Permit (SSCMP), as applicable (1) Certified True Copy			Applicant / Client	
8. Proof of authority of the representative of the applicant, if applicable (1) Photo Copy			Applicant / Client	
9. Financial Clearance (1) Photo Copy			Department of Energy - Conventional Energy Resources Compliance Division (CERCD)	
10. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy			Applicant / Client	
11. Additional documents that the DOE may find necessary for the evaluation of the request (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building Notes/Instruction: If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.): PHP 20000	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s, 4 hour/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application		5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Prepare a Memorandum to the		2 working day/s	Senior Science



	Energy Resource Development Bureau (ERDB) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist		Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.6. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.7. Transmit the Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear



			Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and endorse to the ERDB Director	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. ERDB Director to review and approve the Memorandum and Certificate of Accreditation as Coal Logistics Service Provider	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.10. Receive and transmit the approved Certificate of Accreditation as Coal Logistics Service Provider to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.11. Receive and record approved Certificate of Accreditation as Coal Logistics Service Provider; Transmit the approved Certificate of Accreditation as Coal Logistics Service Provider to the requesting party (either through email or may be picked by the requesting party)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



See other fees below

Possible Fees

- Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 3.4 of DC2025-11-0027 (An accredited CT, CEU, or CLSP may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.) : 20000



17. ERDB-CNMRDD13 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (1 Application)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, for every exportation of coal, Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase shall apply for Certificate of Compliance for Coal Exportation (CoC-CE).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished request form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Certified True Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Export Documents (PEDs) for previously approved CoC-CEs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CE, as the case may be, shall be suspended and shall resume upon receipt of the additional		Applicant / Client



documents (1) Photo Copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation		2 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral



		Resources Development Division (CNMRDD)
1.4. Prepare a Memorandum to the Conventional Energy Resource Compliance Division (CERCD) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	1 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	4 hour/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Review and approve Memorandum	4 hour/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.7. Transmit the Memorandum to the Conventional Energy Resources Compliance Division (CERCD)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and conduct evaluation	3 working day/s	Chief Technical Audit Specialist/ Technical Audit Specialist/ Assigned Personnel/ Administrative Officer; Conventional Energy Resources Compliance Division (CERCD)
	1.9. Transmit the Memorandum to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Conventional Energy Resources Compliance Division (CERCD)
	1.10. Receive and transmit Memorandum from Conventional Energy Resource Compliance Division (CERCD) to the Supervising Science Research Specialist	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development



(SRS) or assigned personnel		nt Division (CNMRDD)
1.11. Review CERCD Memorandum, prepare Memorandum for the Undersecretary, and endorse the same to Supervising/Senior Science Research Specialist (SRS)	1 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.12. Review, approve, and endorse Memorandum for the Undersecretary to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	2 working day/s	Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.13. Review and approve Memorandum for the Undersecretary	1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



1.14. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.15. Receive and transmit Memorandum for the Undersecretary to the Energy Resource Development Bureau (ERDB) Office of the Director	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.16. Review and approve Memorandum for the Undersecretary	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.17. Transmit Memorandum to the Office of the Undersecretary	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.18. Receive Memorandum and endorse to the Undersecretary	4 hour/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary



	1.19. Undersecretary to approve issuance of CoC-CE; Administrative Officer to transmit approved CoC-CE to Energy Resource Development Bureau (ERDB)		2 working day/s	- Undersecretary; Office of the Undersecretary - Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.20. Receive and transmit approved CoC-CE to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.21. Receive and record approved CoC-CE; Transmit the approved CoC-CE to the requesting party (either through email or may be picked by the requesting party)		4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000				



18. ERDB-CNMRDD13-01 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (2-10 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, for every exportation of coal, Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase shall apply for Certificate of Compliance for Coal Exportation (CoC-CE).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished request form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Certified True Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Export Documents (PEDs) for previously approved CoC-CEs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CE, as the case may be, shall be suspended and shall resume upon receipt of the additional		Applicant / Client



documents (1) Photo Copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		2 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation		5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral



		Resources Development Division (CNMRDD)
1.4. Prepare a Memorandum to the Conventional Energy Resource Compliance Division (CERCD) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	3 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	4 hour/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Review and approve Memorandum	4 hour/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.7. Transmit the Memorandum to the Conventional Energy Resources Compliance Division (CERCD)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and conduct evaluation	7 working day/s	Chief Technical Audit Specialist/ Technical Audit Specialist/ Assigned Personnel/ Administrative Officer; Conventional Energy Resources Compliance Division (CERCD)
	1.9. Transmit the Memorandum to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	Administrative Officer/Assigned Personnel; Conventional Energy Resources Compliance Division (CERCD)
	1.10. Receive and transmit Memorandum from Conventional Energy Resource Compliance Division (CERCD) to the Supervising Science Research Specialist	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development



(SRS) or assigned personnel		nt Division (CNMRDD)
1.11. Review CERCD Memorandum, prepare Memorandum for the Undersecretary, and endorse the same to Supervising/Senior Science Research Specialist (SRS)	3 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.12. Review, approve, and endorse Memorandum for the Undersecretary to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	5 working day/s	Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.13. Review and approve Memorandum for the Undersecretary	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



1.14. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.15. Receive and transmit Memorandum for the Undersecretary to the Energy Resource Development Bureau (ERDB) Office of the Director	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.16. Review and approve Memorandum for the Undersecretary	2 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.17. Transmit Memorandum to the Office of the Undersecretary	4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.18. Receive Memorandum and endorse to the Undersecretary	4 hour/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary



	1.19. Undersecretary to approve issuance of CoC-CE; Administrative Officer to transmit approved CoC-CE to Energy Resource Development Bureau (ERDB)		5 working day/s	- Undersecretary; Office of the Undersecretary - Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.20. Receive and transmit approved CoC-CE to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		4 hour/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.21. Receive and record approved CoC-CE; Transmit the approved CoC-CE to the requesting party (either through email or may be picked by the requesting party)		4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000				



19. ERDB-CNMRDD13-02 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (11-20 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, for every exportation of coal, Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase shall apply for Certificate of Compliance for Coal Exportation (CoC-CE).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished request form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Certified True Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Export Documents (PEDs) for previously approved CoC-CEs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CE, as the case may be, shall be suspended and shall resume upon receipt of the additional		Applicant / Client



documents (1) Photo Copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		2 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation		10 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral



		Resources Development Division (CNMRDD)
1.4. Prepare a Memorandum to the Conventional Energy Resource Compliance Division (CERCD) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	5 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Review and approve Memorandum	1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.7. Transmit the Memorandum to the Conventional Energy Resources Compliance Division (CERCD)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and conduct evaluation	9 working day/s	Chief Technical Audit Specialist/ Technical Audit Specialist/ Assigned Personnel/ Administrative Officer; Conventional Energy Resources Compliance Division (CERCD)
	1.9. Transmit the Memorandum to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Officer/Assigned Personnel; Conventional Energy Resources Compliance Division (CERCD)
	1.10. Receive and transmit Memorandum from Conventional Energy Resource Compliance Division (CERCD) to the Supervising Science Research Specialist	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development



(SRS) or assigned personnel		nt Division (CNMRDD)
1.11. Review CERCD Memorandum, prepare Memorandum for the Undersecretary, and endorse the same to Supervising/Senior Science Research Specialist (SRS)	4 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.12. Review, approve, and endorse Memorandum for the Undersecretary to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	7 working day/s	Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.13. Review and approve Memorandum for the Undersecretary	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



1.14. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.15. Receive and transmit Memorandum for the Undersecretary to the Energy Resource Development Bureau (ERDB) Office of the Director	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.16. Review and approve Memorandum for the Undersecretary	3 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.17. Transmit Memorandum to the Office of the Undersecretary	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.18. Receive Memorandum and endorse to the Undersecretary	1 working day/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary



	1.19. Undersecretary to approve issuance of CoC-CE; Administrative Officer to transmit approved CoC-CE to Energy Resource Development Bureau (ERDB)		5 working day/s	- Undersecretary; Office of the Undersecretary - Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.20. Receive and transmit approved CoC-CE to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.21. Receive and record approved CoC-CE; Transmit the approved CoC-CE to the requesting party (either through email or may be picked by the requesting party)		1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 60 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000				



20. ERDB-CNMRDD13-03 Issuance of Certificate of Compliance for Coal Exportation (CoC-CE) (21 Applications and Above)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, for every exportation of coal, Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase shall apply for Certificate of Compliance for Coal Exportation (CoC-CE).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operators of Coal Operating Contracts (COCs) under the Development and Production (D/P) Phase	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished request form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Certified True Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Export Documents (PEDs) for previously approved CoC-CEs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CE, as the case may be, shall be suspended and shall resume upon receipt of the additional		Applicant / Client



documents (1) Photo Copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete set of documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		3 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation		12 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral



		Resources Development Division (CNMRDD)
1.4. Prepare a Memorandum to the Conventional Energy Resource Compliance Division (CERCD) for review and evaluation of the request and endorse the same to the Supervising Science Research Specialist	10 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	3 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.7. Transmit the Memorandum to the Conventional Energy Resources Compliance Division (CERCD)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.8. Receive Memorandum and conduct evaluation	12 working day/s	Chief Technical Audit Specialist/ Technical Audit Specialist/ Assigned Personnel/ Administrative Officer; Conventional Energy Resources Compliance Division (CERCD)
	1.9. Transmit the Memorandum to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Officer/Assigned Personnel; Conventional Energy Resources Compliance Division (CERCD)
	1.10. Receive and transmit Memorandum from Conventional Energy Resource Compliance Division (CERCD) to the Supervising Science Research Specialist	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development



(SRS) or assigned personnel		nt Division (CNMRDD)
1.11. Review CERCD Memorandum, prepare Memorandum for the Undersecretary, and endorse the same to Supervising/Senior Science Research Specialist (SRS)	6 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.12. Review, approve, and endorse Memorandum for the Undersecretary to the Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD)	9 working day/s	Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.13. Review and approve Memorandum for the Undersecretary	3 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



1.14. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.15. Receive and transmit Memorandum for the Undersecretary to the Energy Resource Development Bureau (ERDB) Office of the Director	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.16. Review and approve Memorandum for the Undersecretary	4 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.17. Transmit Memorandum to the Office of the Undersecretary	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
1.18. Receive Memorandum and endorse to the Undersecretary	1 working day/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary



	1.19. Undersecretary to approve issuance of CoC-CE; Administrative Officer to transmit approved CoC-CE to Energy Resource Development Bureau (ERDB)		6 working day/s	- Undersecretary; Office of the Undersecretary - Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.20. Receive and transmit approved CoC-CE to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.21. Receive and record approved CoC-CE; Transmit the approved CoC-CE to the requesting party (either through email or may be picked by the requesting party)		1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 80 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000				



21. ERDB-CNMRDD14 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (1 Application)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for a Certificate of Compliance for Coal Importation (CoC-CI) in case of coal importation.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal Traders and Registered Coal End-Users	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider, if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Photo Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Import Documents of previously approved CoC-CIs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CI, as the case may be, shall be suspended and shall resume upon receipt of the additional documents (1) Photo Copy		Applicant / Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		1 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application and prepare a Memorandum for the Undersecretary and endorse the same to the Supervising Science Research Specialist		4 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



		nt Division (CNMRDD)
1.4. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	2 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review and approve Memorandum	2 working day/s	Chief Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.7. Review and approve the Memorandum	4 working day/s	Director; Energy Resource Development Bureau (ERDB)
1.8. Transmit the documents to the	4 hour/s	Administrative



	Office of the Undersecretary (OUSEC)		Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. Undersecretary to approve issuance of a CoC-CI	4 working day/s	• Undersecretary; Office of the Undersecretary
	1.10. Transmit the approved CoC-CI to ERDB	4 hour/s	• Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.11. Transmit the approved CoC-CI to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	4 hour/s	• Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.12. Receive and record approved CoC-CI; Transmit the approved CoC-CI to the requesting party (either through email or may be picked by the requesting party)	4 hour/s	• Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



See other fees below

Possible Fees

- Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000



22. ERDB-CNMRDD14-01 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (2-10 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for a Certificate of Compliance for Coal Importation (CoC-CI) in case of coal importation.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal Traders and Registered Coal End-Users	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider, if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Photo Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Import Documents of previously approved CoC-CIs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CI, as the case may be, shall be suspended and shall resume upon receipt of the additional documents (1) Photo Copy		Applicant / Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		2 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application and prepare a Memorandum for the Undersecretary and endorse the same to the Supervising Science Research Specialist		9 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



		nt Division (CNMRDD)
1.4. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	5 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review and approve Memorandum	4 working day/s	Chief Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.7. Review and approve the Memorandum	9 working day/s	Director; Energy Resource Development Bureau (ERDB)



	1.8. Transmit the documents to the Office of the Undersecretary (OUSEC)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. Undersecretary to approve issuance of a CoC-CI	5 working day/s	Undersecretary; Office of the Undersecretary
	1.10. Transmit the approved CoC-CI to ERDB	1 working day/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.11. Transmit the approved CoC-CI to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.12. Receive and record approved CoC-CI; Transmit the approved CoC-CI to the requesting party (either through email or may be picked by the requesting party)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 40 working day/s	



Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees • Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000	



23. ERDB-CNMRDD14-02 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (11-20 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for a Certificate of Compliance for Coal Importation (CoC-CI) in case of coal importation.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal Traders and Registered Coal End-Users	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider, if applicable (1) Certified True Copy		Applicant / Client
3. Coal analysis/guaranteed specifications (1) Photo Copy		Applicant / Client
4. Proforma Invoice or other related documents (1) Photo Copy		Applicant / Client
5. Complete submission of Post-Import Documents of previously approved CoC-CIs, as may be applicable (1) Original Copy		Applicant / Client
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy		Department of Energy - Treasury Division
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CI, as the case may be, shall be suspended and shall resume upon receipt of the additional documents (1) Photo Copy		Applicant / Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		5 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application and prepare a Memorandum for the Undersecretary and endorse the same to the Supervising Science Research Specialist		15 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



		nt Division (CNMRDD)
1.4. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	8 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review and approve Memorandum	8 working day/s	Chief Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.7. Review and approve the Memorandum	10 working day/s	Director; Energy Resource Development Bureau (ERDB)



	1.8. Transmit the documents to the Office of the Undersecretary (OUSEC)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. Undersecretary to approve issuance of a CoC-CI	8 working day/s	Undersecretary; Office of the Undersecretary
	1.10. Transmit the approved CoC-CI to ERDB	1 working day/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.11. Transmit the approved CoC-CI to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.12. Receive and record approved CoC-CI; Transmit the approved CoC-CI to the requesting party (either through email or may be picked by the requesting party)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 60 working day/s	



Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees • Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000	



24. ERDB-CNMRDD14-03 Issuance of Certificate of Compliance for Coal Importation (CoC-CI) (21 Applications and Above)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for a Certificate of Compliance for Coal Importation (CoC-CI) in case of coal importation.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal Traders and Registered Coal End-Users	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy	Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex D	
2. Coal logistics service agreement with an accredited Coal Logistics Service Provider, if applicable (1) Certified True Copy	Applicant / Client	
3. Coal analysis/guaranteed specifications (1) Photo Copy	Applicant / Client	
4. Proforma Invoice or other related documents (1) Photo Copy	Applicant / Client	
5. Complete submission of Post-Import Documents of previously approved CoC-CIs, as may be applicable (1) Original Copy	Applicant / Client	
6. Copy of Invoice for the payment of the processing fee amounting to Php5,000.00 (1) Photo Copy	Department of Energy - Treasury Division	
7. Additional documents that the DOE may find necessary for the evaluation of the request, in which case the period for issuing the requested CoC-CI, as the case may be, shall be suspended and shall resume upon receipt of the additional documents (1) Photo Copy	Applicant / Client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete documents Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD) Basement, DOE Annex Building	1.1. Receive and transmit to the Division Chief of Coal and Nuclear Mineral Resources Development Division (CNMRDD) the complete set of documents.	Possible Fees Breakdown: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.): PHP 10000	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Review and endorse the complete set of documents to the Supervising Science Research Specialist (SRS) or assigned personnel		6 working day/s	Chief/Supervising Science Research Specialist (SRS)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Conduct technical evaluation of the submitted application and prepare a Memorandum for the Undersecretary and endorse the same to the Supervising Science Research Specialist		20 working day/s	Senior Science Research Specialist (SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



		nt Division (CNMRDD)
1.4. Review, approve, and endorse Memorandum to the Chief Science Research Specialist (SRS)	12 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.5. Review and approve Memorandum	12 working day/s	Chief Science Research Specialist ; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.6. Transmit Memorandum to the Energy Resource Development Bureau (ERDB)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
1.7. Review and approve the Memorandum	12 working day/s	Director; Energy Resource Development Bureau (ERDB)



	1.8. Transmit the documents to the Office of the Undersecretary (OUSEC)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.9. Undersecretary to approve issuance of a CoC-CI	12 working day/s	Undersecretary; Office of the Undersecretary
	1.10. Transmit the approved CoC-CI to ERDB	1 working day/s	Administrative Officer/Assigned Personnel; Office of the Undersecretary
	1.11. Transmit the approved CoC-CI to Coal and Nuclear Mineral Resources Development Division (CNMRDD)	1 working day/s	Administrative Officer/Assigned Personnel; Energy Resource Development Bureau (ERDB)
	1.12. Receive and record approved CoC-CI; Transmit the approved CoC-CI to the requesting party (either through email or may be picked by the requesting party)	1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 80 working day/s	



Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees • Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to Section 8.3 of DC2025-11-0027 (The requesting party shall file with the ERDB-CNMRDD at least thirty (30) working days before the expected arrival of the imported coal or the expected release of the exported coal.) : 10000	



25. ERDB-CNMRDD15 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (1 Application)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for CTP for every delivery of coal and, SCTP, for transport of coal under special circumstances.

For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operator of Coal Operating Contract (COC) Development and Production (D/P) Phase or Small-Scale Coal Mining Permit (SSCMP) Accredited Coal Trader Accredited/Registered Coal End-User	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Electronic Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C
2. Purchase Order (1) Electronic Copy		Applicant / Client
3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy		Department of Energy - Treasury Division



<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
For Situational Requirement				
A. For Operators of Coal Operating Contract (COC) under Development and Production (D/P) Phase and Small-Scale Coal Mining Permit (SSCMP)				
A.1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C	
A.2. Purchase Order (1) Electronic Copy			Applicant / Client	
A.3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Treasury Division	
<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
A.4. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all documentary requirements via email Location: Energy Resource Development Bureau- Coal and Nuclear	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown: Late processing fee - Truck: PHP 200 Late processing	1 working day/s, 4 hour/s	Senior Science Research Specialist (Sr. SRS)/Science Research Specialist



Mineral Resources Development Division (ERDB-CNMRDD) - cnmd.downstream@doe.gov.ph Notes/Instruction: For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD) through cnmd.downstream@doe.gov.ph		fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		2 working day/s	Science Research Specialist II (SRS II)/Senior Science Research Specialist (Sr. SRS); Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) to Chief Science Research Specialist		2 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Review and approve Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP)		1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources



				Development Division (CNMRDD)
	1.5. Email approved Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) in .pdf form to applicant, as may be applicable		4 hour/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees - Late processing fee - Truck : 200 - Late processing fee - Barge ≤3,000MT : 2000 - Late processing fee - Barge >3,001-6,000MT : 4000 - Late processing fee - Barge >6,001-10,000MT : 6000 - Late processing fee - Barge >10,001MT : 8000				



26. ERDB-CNMRDD15-01 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (2-10 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for CTP for every delivery of coal and, SCTP, for transport of coal under special circumstances.

For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operator of Coal Operating Contract (COC) Development and Production (D/P) Phase or Small-Scale Coal Mining Permit (SSCMP) Accredited Coal Trader Accredited/Registered Coal End-User	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Electronic Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C
2. Purchase Order (1) Electronic Copy		Applicant / Client
3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy		Department of Energy - Treasury Division



<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
For Situational Requirement				
A. For Operators of Coal Operating Contract (COC) under Development and Production (D/P) Phase and Small-Scale Coal Mining Permit (SSCMP)				
A.1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C	
A.2. Purchase Order (1) Electronic Copy			Applicant / Client	
A.3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Treasury Division	
<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
A.4. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all documentary requirements via email Location: Energy Resource Development Bureau- Coal and Nuclear	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown: Late processing fee - Truck: PHP 200 Late processing	3 working day/s	Senior Science Research Specialist (Sr. SRS)/Science Research Specialist



Mineral Resources Development Division (ERDB-CNMRDD) - cnmd.downstream@doe.gov.ph Notes/Instruction: For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau- Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD) through cnmd.downstream@doe.gov.ph		fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		5 working day/s	Science Research Specialist II (SRS II)/Senior Science Research Specialist (Sr. SRS); Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) to Chief Science Research Specialist		5 working day/s	Supervising Science Research Specialist/ Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Review and approve Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP)		1 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources



				Development Division (CNMRDD)
	1.5. Email approved Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) in .pdf form to applicant, as may be applicable		1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 15 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
- Late processing fee - Truck : 200 - Late processing fee - Barge ≤3,000MT : 2000 - Late processing fee - Barge >3,001-6,000MT : 4000 - Late processing fee - Barge >6,001-10,000MT : 6000 - Late processing fee - Barge >10,001MT : 8000				



27. ERDB-CNMRDD15-02 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (11-20 Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for CTP for every delivery of coal and, SCTP, for transport of coal under special circumstances.

For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operator of Coal Operating Contract (COC) Development and Production (D/P) Phase or Small-Scale Coal Mining Permit (SSCMP) Accredited Coal Trader Accredited/Registered Coal End-User	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Electronic Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C
2. Purchase Order (1) Electronic Copy		Applicant / Client
3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy		Department of Energy - Treasury Division



<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
For Situational Requirement				
A. For Operators of Coal Operating Contract (COC) under Development and Production (D/P) Phase and Small-Scale Coal Mining Permit (SSCMP)				
A.1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C	
A.2. Purchase Order (1) Electronic Copy			Applicant / Client	
A.3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Treasury Division	
<i>Remarks:</i> + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
A.4. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all documentary requirements via email Location: Energy Resource Development Bureau- Coal and Nuclear	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown: Late processing fee - Truck: PHP 200 Late processing	7 working day/s	Senior Science Research Specialist (Sr. SRS)/Science Research Specialist



Mineral Resources Development Division (ERDB-CNMRDD) - cnmd.downstream@doe.gov.ph Notes/Instruction: For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD) through cnmd.downstream@doe.gov.ph		fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		10 working day/s	Science Research Specialist II (SRS II)/Senior Science Research Specialist (Sr. SRS); Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) to Chief Science Research Specialist		10 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Review and approve Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP)		2 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources



				Development Division (CNMRDD)
	1.5. Email approved Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) in .pdf form to applicant, as may be applicable		1 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 30 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
- Late processing fee - Truck : 200 - Late processing fee - Barge ≤3,000MT : 2000 - Late processing fee - Barge >3,001-6,000MT : 4000 - Late processing fee - Barge >6,001-10,000MT : 6000 - Late processing fee - Barge >10,001MT : 8000				



28. ERDB-CNMRDD15-03 Issuance of Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) (21 and above Applications)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, Accredited Coal Trader and Coal End-User shall apply for CTP for every delivery of coal and, SCTP, for transport of coal under special circumstances.

For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Operator of Coal Operating Contract (COC) Development and Production (D/P) Phase or Small-Scale Coal Mining Permit (SSCMP) Accredited Coal Trader Accredited/Registered Coal End-User	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Electronic Copy		Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C
2. Purchase Order (1) Electronic Copy		Applicant / Client
3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy		Department of Energy - Treasury Division



Remarks: + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
For Situational Requirement				
A. For Operators of Coal Operating Contract (COC) under Development and Production (D/P) Phase and Small-Scale Coal Mining Permit (SSCMP)				
A.1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Coal and Nuclear Mineral Resources Development Division (CNMRDD) DC2025-11-0027 Annex C	
A.2. Purchase Order (1) Electronic Copy			Applicant / Client	
A.3. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Treasury Division	
Remarks: + Php 100.00/truck per delivery + Barges: ≤3,000MT – Php 1,000.00 per delivery >3,001-6,000MT – Php 2,000.00 per delivery >6,001-10,000MT – Php 3,000.00 per delivery >10,001MT – Php 4,000.00 per delivery				
A.4. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all documentary requirements via email Location: Energy Resource Development Bureau- Coal and Nuclear	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown: Late processing fee - Truck: PHP 200 Late processing	10 working day/s	Senior Science Research Specialist (Sr. SRS)/Science Research Specialist



Mineral Resources Development Division (ERDB-CNMRDD) - cnmd.downstream@doe.gov.ph Notes/Instruction: For every delivery of coal, CTs, CEUs, and Holders of SSCMPs shall request the issuance of a CTP from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD) through cnmd.downstream@doe.gov.ph		fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		II (SRS II)/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		22 working day/s	Science Research Specialist II (SRS II)/Senior Science Research Specialist (Sr. SRS); Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) to Chief Science Research Specialist		22 working day/s	Supervising Science Research Specialist/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. Review and approve Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP)		4 working day/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources



				Development Division (CNMRDD)
	1.5. Email approved Coal Transport Permit (CTP) or Special Coal Transport Permit (SCTP) in .pdf form to applicant, as may be applicable		2 working day/s	Administrative Officer/Assigned Personnel; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 60 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees - Late processing fee - Truck : 200 - Late processing fee - Barge ≤3,000MT : 2000 - Late processing fee - Barge >3,001-6,000MT : 4000 - Late processing fee - Barge >6,001-10,000MT : 6000 - Late processing fee - Barge >10,001MT : 8000				



29. ERDB-CNMRDD16 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (1 Application)

Application for the Issuance of Notice to Proceed for Evaluation of Subcontract Registration is the conduct of initial evaluation to check whether the submitted contract is for disapproval/payment of late registration penalty/further processing of registration prior to the Issuance of Confirmation Letter of Registered Coal Subcontract.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Notice to Proceed signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>The client shall email one (1) copy of the contract to the MDPRS email address (cnmd.mdprs@doe.gov.ph) upon submission of the hard copy to the Records Receiving Unit.</i>				
3. Copy of Invoice for the payment of processing fee in the amount of Php 200.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resource Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		5 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Record and transmit evaluation to ERDB		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.6. Issue a Letter of Disapproval/Payment of Penalty/Notice to Proceed	1 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.7. Transmit the Letter of Disapproval/Payment of Penalty/Notice to Proceed to CNMRDD	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.8. Record and email the Letter of Disapproval/Payment of Penalty/Notice to Proceed to Client	4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 10 working day/s	
Total Processing Fee:		Total Standard Fee: None	



30. ERDB-CNMRDD16-01 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (2-10 Applications)

Application for the Issuance of Notice to Proceed for Evaluation of Subcontract Registration is the conduct of initial evaluation to check whether the submitted contract is for disapproval/payment of late registration penalty/further processing of registration prior to the Issuance of Confirmation Letter of Registered Coal Subcontract.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Notice to Proceed signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>The client shall email one (1) copy of the contract to the MDPRS email address (cnmd.mdprs@doe.gov.ph) upon submission of the hard copy to the Records Receiving Unit.</i>				
3. Copy of Invoice for the payment of processing fee in the amount of Php 200.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resource Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		14 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Record and transmit evaluation to ERDB		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.6. Issue a Letter of Disapproval/Payment of Penalty/Notice to Proceed	2 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.7. Transmit the Letter of Disapproval/Payment of Penalty/Notice to Proceed to CNMRDD	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.8. Record and email the Letter of Disapproval/Payment of Penalty/Notice to Proceed to Client	4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



31. ERDB-CNMRDD16-02 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (11-20 Applications)

Application for the Issuance of Notice to Proceed for Evaluation of Subcontract Registration is the conduct of initial evaluation to check whether the submitted contract is for disapproval/payment of late registration penalty/further processing of registration prior to the Issuance of Confirmation Letter of Registered Coal Subcontract.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Notice to Proceed signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>The client shall email one (1) copy of the contract to the MDPRS email address (cnmd.mdprs@doe.gov.ph) upon submission of the hard copy to the Records Receiving Unit.</i>				
3. Copy of Invoice for the payment of processing fee in the amount of Php 200.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resource Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		23 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Record and transmit evaluation to ERDB		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.6. Issue a Letter of Disapproval/Payment of Penalty/Notice to Proceed	3 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.7. Transmit the Letter of Disapproval/Payment of Penalty/Notice to Proceed to CNMRDD	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.8. Record and email the Letter of Disapproval/Payment of Penalty/Notice to Proceed to Client	4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 30 working day/s	
Total Processing Fee:		Total Standard Fee: None	



32. ERDB-CNMRDD16-03 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (21-30 Applications)

Application for the Issuance of Notice to Proceed for Evaluation of Subcontract Registration is the conduct of initial evaluation to check whether the submitted contract is for disapproval/payment of late registration penalty/further processing of registration prior to the Issuance of Confirmation Letter of Registered Coal Subcontract.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Notice to Proceed signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>The client shall email one (1) copy of the contract to the MDPRS email address (cnmd.mdprs@doe.gov.ph) upon submission of the hard copy to the Records Receiving Unit.</i>				
3. Copy of Invoice for the payment of processing fee in the amount of Php 200.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resource Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		32 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Record and transmit evaluation to ERDB		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.6. Issue a Letter of Disapproval/Payment of Penalty/Notice to Proceed	4 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.7. Transmit the Letter of Disapproval/Payment of Penalty/Notice to Proceed to CNMRDD	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.8. Record and email the Letter of Disapproval/Payment of Penalty/Notice to Proceed to Client	4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 40 working day/s	
Total Processing Fee:		Total Standard Fee: None	



33. ERDB-CNMRDD16-04 Issuance of Notice to Proceed for Evaluation of Subcontract Registration (31 and Above Applications)

Application for the Issuance of Notice to Proceed for Evaluation of Subcontract Registration is the conduct of initial evaluation to check whether the submitted contract is for disapproval/payment of late registration penalty/further processing of registration prior to the Issuance of Confirmation Letter of Registered Coal Subcontract.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Notice to Proceed signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>The client shall email one (1) copy of the contract to the MDPRS email address (cnmd.mdprs@doe.gov.ph) upon submission of the hard copy to the Records Receiving Unit.</i>				
3. Copy of Invoice for the payment of processing fee in the amount of Php 200.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resource Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		41 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Record and transmit evaluation to ERDB		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division



			(CNMRDD)
	1.6. Issue a Letter of Disapproval/Payment of Penalty/Notice to Proceed	5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.7. Transmit the Letter of Disapproval/Payment of Penalty/Notice to Proceed to CNMRDD	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.8. Record and email the Letter of Disapproval/Payment of Penalty/Notice to Proceed to Client	4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 50 working day/s	
Total Processing Fee:		Total Standard Fee: None	



34. ERDB-CNMRDD17 Issuance of Safety Engineer's (SE) and/or Safety Inspector's (SI) Permit

ISO 9001:2015 Certified

This process facilitates the Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit as required by DOE Department Circular No. DC2018-12-0028. This circular mandates all coal mines must have a Safety Department headed by a registered SE with registered SI as staff. Permits are issued by the ERDB upon evaluation and verification of the applicant's qualifications and required documents.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)												
Classification:	Highly Technical												
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)												
Who may avail:	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Operators and/or Small-Scale Coal Mining Permit (SSCMP) Holders												
Operating Hours:	24/7												
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects												
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly Accomplished ERDB Form No. DOE-ERDBQF-001 (1) Electronic Copy</td><td>Department of Energy, Energy Virtual One-Stop Shop (EVOSS) - CNMRDD Office / Department of Energy Website / Energy Virtual One-Stop Shop (EVOSS)</td></tr> <tr> <td>2. Endorsement from the COC Operator or SSCMP holder addressed to the Concerned Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Photo (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 2"x2" </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly Accomplished ERDB Form No. DOE-ERDBQF-001 (1) Electronic Copy	Department of Energy, Energy Virtual One-Stop Shop (EVOSS) - CNMRDD Office / Department of Energy Website / Energy Virtual One-Stop Shop (EVOSS)	2. Endorsement from the COC Operator or SSCMP holder addressed to the Concerned Director (1) Electronic Copy	Applicant / Client	3. Photo (1) Electronic Copy	Applicant / Client	Remarks: 2"x2"	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE												
For Standard Requirement													
1. Duly Accomplished ERDB Form No. DOE-ERDBQF-001 (1) Electronic Copy	Department of Energy, Energy Virtual One-Stop Shop (EVOSS) - CNMRDD Office / Department of Energy Website / Energy Virtual One-Stop Shop (EVOSS)												
2. Endorsement from the COC Operator or SSCMP holder addressed to the Concerned Director (1) Electronic Copy	Applicant / Client												
3. Photo (1) Electronic Copy	Applicant / Client												
Remarks: 2"x2"													



<i>Minimum 600x600 pixels</i> <i>Any plain background color</i> <i>Dress code: with collar</i> <i>Taken not more than six (6) months at the time of the application</i>	
4. Signed Resume (1) Electronic Copy	Applicant / Client
5. Valid Police Clearance with copy of Official Receipt or Invoice of the Payment (1) Electronic Copy	Philippine National Police - Issuing Unit
For Situational Requirement	
A. Proof of Qualification for Safety Engineer	
Sub Situational Requirement/s	
A.a. Permanent Registration	
A.a.1. Valid PRC License for Mining Engineer (1) Electronic Copy	Applicant / Client
A.a.2. Certificate of Employment (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Showing at least two (2) years experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines.</i>	
A.a.3. Certificate/s of Training in General Safety and Health related to Mining Operations (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>With at least cumulative of eight (8) hours of training</i>	
A.b. Temporary Registration - Graduate of a Mining Engineering Course	
A.b.1. Valid PRC License for Mining Engineer (1) Electronic Copy	Professional Regulation Commission - Issuing Unit
A.b.2. Certificate of Employment (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Showing experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines</i>	



A.b.3. Certificate/s of Training in General Safety and Health related to Mining Operations (1) Electronic Copy	Applicant / Client
A.c. Temporary Registration - Any Other Licensed Engineer, Geologist, Metallurgist and Chemist	
A.c.1. Valid PRC License (1) Electronic Copy	Professional Regulation Commission - Issuing Unit
A.c.2. Certificate of Employment (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Showing at least one (1) year experience as Safety Inspector in an underground or surface coal mine.</i>	
B. Proof of Qualification for Safety Inspector	
Sub Situational Requirement/s	
B.a. Graduate of Mining Engineering Course	
B.a.1. College Diploma (1) Electronic Copy	Applicant / Client
B.b. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course	
B.b.1. College Diploma (1) Electronic Copy	Applicant / Client
B.b.2. Certificate of Employment (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Showing at least one (1) year experience in Safety Work in Mining Operation.</i>	
B.c. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course	
B.c.1. College Scholastic Records (1) Electronic Copy	Applicant / Client
B.c.2. Certificate of Employment (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Showing at least three (3) years experience in Safety Work in Mining Operation</i>	
B.d. High School Graduate	
B.d.1. High School Diploma (1) Electronic Copy	Applicant / Client



B.d.2. Certificate of Employment (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>Showing at least five (5) years experience in Safety Work in Mining Operation</i>				
B.e. High School Undergraduate				
B.e.1. High School Scholastic Records (1) Electronic Copy		Applicant / Client		
B.e.2. Certificate of Employment (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Showing at least ten (10) years experience in Safety Work in Mining Operation</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Choose a project from EVOSS and submit the complete set of documents through the EVOSS System Location: Energy Virtual One-Stop Shop (EVOSS) Notes/Instruction: <i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate, and notifies the Applicant and CNMD thru a system generated email notification on the issuance of Deemed Complete Certificate.</i> --	1.1. Check the completeness and consistency of the documents*	None	3 working day/s	Chief Science Research Specialist /Designated Authority; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Prepare the Order of Payment and send it to the client's email.		12 hour/s	Accounting Staff; Accounting Division (AD)
	1.3. Upload the Order of Payment to the EVOSS System. (EVOSS System notifies the client thru a system generated email to pay the processing fee within		12 hour/s	Chief Science Research Specialist/ Designated Authority; Coal and Nuclear



<i>If the submission is incomplete, CNMRDD uploads the Rejection Letter signed by the ERDB Director within three (3) calendar days.</i>	three (3) working days.)			Mineral Resources Development Division (CNMRDD)
2. Pay the Registration Fee within three (3) working days and send the proof of payment to coms@doe.gov.ph, replying to the email thread of the Order of Payment. Location: Treasury Division, Ground Floor, DOE Annex Lobby Notes/Instruction: <i>**If payment is not valid, the EVOSS System notifies the client and CNMRDD thru a system-generated email notification of the invalid payment. CNMD uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the client and Treasury Division of the cancellation due to invalid payment and sets the time to COMPLETE and ENDS THE WORKFLOW.</i> <i>If payment has not been made within</i>	2.1. Validate the Proof of Payment** (EVOSS notifies the Treasury Division thru a system-generated email notification on the payment of Registration Fee.) --- If payment is valid, upload the Invoice and encode the Invoice Number. (EVOSS System notifies the client and CNMD thru a system-generated email notification of the uploaded Invoice and creates the deliverable in the System - START OF DAY 1).	Standard Fees Breakdown: Registration Fee: PHP 550 Total: PHP 550	1 working day/s	Collecting Officer; Treasury Division (TD)
	2.2. Conduct technical evaluation of the submitted application.		4 calendar day/s	Chief Science Research Specialist/ Designated Authority; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	2.3. Endorse the application to the ERDB for final review and approval.		1 calendar day/s	Chief Science Research Specialist/ Designated Authority; Coal and Nuclear Mineral



three (3) working days, CNMD uploads the Rejection Letter signed by the ERDB Director due to incomplete submission within three (3) calendar days. EVOSS System notifies the client and Treasury Division of the cancellation due to non-payment and sets the time to COMPLETE and ENDS THE WORKFLOW. --- If the timeframe in evaluating the application exceeded eleven (11) calendar days, EVOSS System notifies the Client and CNMD thru a generated email notification on the Issuance of the Deemed Approved Certificate. EVOSS sets the time to COMPLETE and ENDS the WORKFLOW.				Resources Development Division (CNMRDD)
	2.4. Review the endorsed application		4 calendar day/s	Director; Energy Resource Development Bureau (ERDB)
	2.5. Record and transmit the signed permit to Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 calendar day/s	Administrative Staff; Energy Resource Development Bureau (ERDB)
	2.6. Upload the signed and approved Safety Engineer's/Safety Inspector's Permit. (EVOSS System notifies the client through a system-generated email notification of the approved Safety Engineer's/Safety Inspector's Permit. EVOSS System sets the time to COMPLETE and ENDS the WORKFLOW.)		1 calendar day/s	Chief Science Research Specialist/ Designated Authority; Coal and Nuclear Mineral Resources Development Division (CNMRDD)

General Remarks

Disclaimer: The official processing timeline for EVOSS-covered services is counted in **calendar days**, starting from the submission of complete documentary requirements. This is based on:

- **Section 13(a), Republic Act No. 11234:** The time frame shall be counted from the submission of complete documentary requirements.
- **Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007:** The completeness of the submission triggers the start of the processing time.
- This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of **sixty (60) calendar days**.



*If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on **EVOSS.ph** for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.*

Total Processing Time:	Calendar Days: 11 calendar day/s Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: PHP 550



35. ERDB-CNMRDD18 Issuance of Confirmation Letter of Registered Coal Subcontract (1 Application)

Application for the Issuance of Confirmation Letter of Registered Coal Subcontract is in accordance with Department Circular No. DC2014-08-0013 which govern the registration of all subcontracts and agreements entered into by Coal Operating Contract (COC) operators in pursuance of their COCs under the Presidential Decree No. 972, as amended, to allow related expenditures to be cost recovered.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
3. Copy of Letter of Disapproval/Payment of Penalty/Notice to Proceed (1) Photo Copy			Applicant / Client	
4. Copy of Invoice for the payment of processing fee in the application for the Issuance of Notice to Proceed (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. Late Registration of Subcontract				
A.1. Copy of Invoice for the payment of late registration penalty of Php 10,000.00 per contract (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		6 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Endorse the application to Legal Services (LS) for Legal Evaluation		1 working day/s	Administrative Officer; Energy Resource Development



		nt Bureau (ERDB)
1.6. Conduct legal evaluation on the application and endorse the application to ERDB with review memorandum and recommendation of registration of operations and administrative subcontract	5 working day/s	Attorney IV, Attorney V; Legal Services (LS)
1.7. Record and transmit legal evaluation to ERDB	4 hour/s	Administrative Officer; Legal Services (LS)
1.8. Endorse the application to CNMRDD to draft the Confirmation Letter of Registered Coal Subcontract	4 hour/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
1.9. Prepare and issue a Confirmation Letter of Registered Coal Subcontract	3 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.10. Transmit the Confirmation Letter of Registered Coal Subcontract to the ERDB Director for approval		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.11. Approval of the Confirmation Letter of Registered Coal Subcontract		4 hour/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Transmit the Approved Confirmation Letter of Registered Coal Subcontract to CNMRDD		4 hour/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.13. Record and email the Approved Confirmation Letter of Registered Coal Subcontract to Client		4 hour/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



36. ERDB-CNMRDD18-01 Issuance of Confirmation Letter of Registered Coal Subcontract (2-10 Applications)

Application for the Issuance of Confirmation Letter of Registered Coal Subcontract is in accordance with Department Circular No. DC2014-08-0013 which govern the registration of all subcontracts and agreements entered into by Coal Operating Contract (COC) operators in pursuance of their COCs under the Presidential Decree No. 972, as amended, to allow related expenditures to be cost recovered.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
3. Copy of Letter of Disapproval/Payment of Penalty/Notice to Proceed (1) Photo Copy			Applicant / Client	
4. Copy of Invoice for the payment of processing fee in the application for the Issuance of Notice to Proceed (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. Late Registration of Subcontract				
A.1. Copy of Invoice for the payment of late registration penalty of Php 10,000.00 per contract (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	4 hour/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		4 hour/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		14 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Endorse the application to Legal Services (LS) for Legal Evaluation		1 working day/s	Administrative Officer; Energy Resource Development



		nt Bureau (ERDB)
1.6. Conduct legal evaluation on the application and endorse the application to ERDB with review memorandum and recommendation of registration of operations and administrative subcontract	10 working day/s	Attorney IV, Attorney V; Legal Services (LS)
1.7. Record and transmit legal evaluation to ERDB	1 working day/s	Administrative Officer; Legal Services (LS)
1.8. Endorse the application to CNMRDD to draft the Confirmation Letter of Registered Coal Subcontract	1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
1.9. Prepare and issue a Confirmation Letter of Registered Coal Subcontract	4 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.10. Transmit the Confirmation Letter of Registered Coal Subcontract to the ERDB Director for approval		1 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.11. Approval of the Confirmation Letter of Registered Coal Subcontract		2 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Transmit the Approved Confirmation Letter of Registered Coal Subcontract to CNMRDD		2 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.13. Record and email the Approved Confirmation Letter of Registered Coal Subcontract to Client		2 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 40 working day/s		
Total Processing Fee:		Total Standard Fee: None		



37. ERDB-CNMRDD18-02 Issuance of Confirmation Letter of Registered Coal Subcontract (11-20 Applications)

Application for the Issuance of Confirmation Letter of Registered Coal Subcontract is in accordance with Department Circular No. DC2014-08-0013 which govern the registration of all subcontracts and agreements entered into by Coal Operating Contract (COC) operators in pursuance of their COCs under the Presidential Decree No. 972, as amended, to allow related expenditures to be cost recovered.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
3. Copy of Letter of Disapproval/Payment of Penalty/Notice to Proceed (1) Photo Copy			Applicant / Client	
4. Copy of Invoice for the payment of processing fee in the application for the Issuance of Notice to Proceed (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. Late Registration of Subcontract				
A.1. Copy of Invoice for the payment of late registration penalty of Php 10,000.00 per contract (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	1 working day/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		1 working day/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		1 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		18 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Endorse the application to Legal Services (LS) for Legal Evaluation		2 working day/s	Administrative Officer; Energy Resource Development



		nt Bureau (ERDB)
1.6. Conduct legal evaluation on the application and endorse the application to ERDB with review memorandum and recommendation of registration of operations and administrative subcontract	15 working day/s	Attorney IV, Attorney V; Legal Services (LS)
1.7. Record and transmit legal evaluation to ERDB	2 working day/s	Administrative Officer; Legal Services (LS)
1.8. Endorse the application to CNMRDD to draft the Confirmation Letter of Registered Coal Subcontract	2 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
1.9. Prepare and issue a Confirmation Letter of Registered Coal Subcontract	8 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.10. Transmit the Confirmation Letter of Registered Coal Subcontract to the ERDB Director for approval		3 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.11. Approval of the Confirmation Letter of Registered Coal Subcontract		3 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Transmit the Approved Confirmation Letter of Registered Coal Subcontract to CNMRDD		2 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.13. Record and email the Approved Confirmation Letter of Registered Coal Subcontract to Client		2 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 60 working day/s		
Total Processing Fee:		Total Standard Fee: None		



38. ERDB-CNMRDD18-03 Issuance of Confirmation Letter of Registered Coal Subcontract (21-30 Applications)

Application for the Issuance of Confirmation Letter of Registered Coal Subcontract is in accordance with Department Circular No. DC2014-08-0013 which govern the registration of all subcontracts and agreements entered into by Coal Operating Contract (COC) operators in pursuance of their COCs under the Presidential Decree No. 972, as amended, to allow related expenditures to be cost recovered.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
3. Copy of Letter of Disapproval/Payment of Penalty/Notice to Proceed (1) Photo Copy			Applicant / Client	
4. Copy of Invoice for the payment of processing fee in the application for the Issuance of Notice to Proceed (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. Late Registration of Subcontract				
A.1. Copy of Invoice for the payment of late registration penalty of Php 10,000.00 per contract (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	1 working day/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		2 working day/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		2 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		24 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Endorse the application to Legal Services (LS) for Legal Evaluation		3 working day/s	Administrative Officer; Energy Resource Development



		nt Bureau (ERDB)
1.6. Conduct legal evaluation on the application and endorse the application to ERDB with review memorandum and recommendation of registration of operations and administrative subcontract	18 working day/s	Attorney IV, Attorney V; Legal Services (LS)
1.7. Record and transmit legal evaluation to ERDB	3 working day/s	Administrative Officer; Legal Services (LS)
1.8. Endorse the application to CNMRDD to draft the Confirmation Letter of Registered Coal Subcontract	3 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
1.9. Prepare and issue a Confirmation Letter of Registered Coal Subcontract	10 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.10. Transmit the Confirmation Letter of Registered Coal Subcontract to the ERDB Director for approval		4 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.11. Approval of the Confirmation Letter of Registered Coal Subcontract		4 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Transmit the Approved Confirmation Letter of Registered Coal Subcontract to CNMRDD		3 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.13. Record and email the Approved Confirmation Letter of Registered Coal Subcontract to Client		3 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 80 working day/s		
Total Processing Fee:		Total Standard Fee: None		



39. ERDB-CNMRDD18-04 Issuance of Confirmation Letter of Registered Coal Subcontract (31 and Above Applications)

Application for the Issuance of Confirmation Letter of Registered Coal Subcontract is in accordance with Department Circular No. DC2014-08-0013 which govern the registration of all subcontracts and agreements entered into by Coal Operating Contract (COC) operators in pursuance of their COCs under the Presidential Decree No. 972, as amended, to allow related expenditures to be cost recovered.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract signed by authorized representative addressed to Energy Resource Development Bureau (ERDB) Director (1) Original Copy			Applicant / Client	
2. Copy of Contract (1) Certified True Copy			Applicant / Client	
3. Copy of Letter of Disapproval/Payment of Penalty/Notice to Proceed (1) Photo Copy			Applicant / Client	
4. Copy of Invoice for the payment of processing fee in the application for the Issuance of Notice to Proceed (1) Photo Copy			Applicant / Client	
For Situational Requirement				
A. Late Registration of Subcontract				
A.1. Copy of Invoice for the payment of late registration penalty of Php 10,000.00 per contract (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submission of complete documents Location: Records Receiving Unit, Ground Floor DOE Annex Building	1.1. Receive the complete documents	None	1 working day/s	Records Officer; Records Management Division (RMD)
	1.2. Transmit the received documents to the Energy Resource Development Bureau (ERDB)		3 working day/s	Records Officer; Records Management Division (RMD)
	1.3. Receive the documents and transmit to the Coal and Nuclear Mineral Resources Development Division (CNMRDD)		3 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.4. Receive and conduct technical evaluation of the submitted application and endorse the application to ERDB Director		28 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.5. Endorse the application to Legal Services (LS) for Legal Evaluation		4 working day/s	Administrative Officer; Energy Resource Development



		nt Bureau (ERDB)
1.6. Conduct legal evaluation on the application and endorse the application to ERDB with review memorandum and recommendation of registration of operations and administrative subcontract	24 working day/s	Attorney IV, Attorney V; Legal Services (LS)
1.7. Record and transmit legal evaluation to ERDB	4 working day/s	Administrative Officer; Legal Services (LS)
1.8. Endorse the application to CNMRDD to draft the Confirmation Letter of Registered Coal Subcontract	4 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
1.9. Prepare and issue a Confirmation Letter of Registered Coal Subcontract	12 working day/s	Science Research Specialist II/Senior Science Research Specialist/Supervising Science Research Specialist/Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



	1.10. Transmit the Confirmation Letter of Registered Coal Subcontract to the ERDB Director for approval		4 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.11. Approval of the Confirmation Letter of Registered Coal Subcontract		5 working day/s	Director; Energy Resource Development Bureau (ERDB)
	1.12. Transmit the Approved Confirmation Letter of Registered Coal Subcontract to CNMRDD		4 working day/s	Administrative Officer; Energy Resource Development Bureau (ERDB)
	1.13. Record and email the Approved Confirmation Letter of Registered Coal Subcontract to Client		4 working day/s	Administrative Officer; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
Total Processing Time:		Working Days: 100 working day/s		
Total Processing Fee:		Total Standard Fee: None		



40. ERDB-CNMRDD19 Issuance of DOE Stickers for the Issued Tax-Exemption Certificate (TEC) under PD 972

This service covers the issuance of DOE Stickers upon approval of the application whether the machinery, equipment, spare parts and materials shall be required to be pasted or sealed with DOE stickers, pursuant to the Department of Energy (DOE) Department Circular No. DC2018-03-0006.

Office or Division:	Coal and Nuclear Mineral Resources Development Division (CNMRDD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Coal Operating Contract (COC) Operators			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Copy of Invoice for the payment of DOE Sticker fee amounting to PhP 300.00 (1) Photo Copy			Department of Energy - Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Copy of Official Receipt Location: Coal and Nuclear Mineral Resources Development Division (CNMRDD), Basement, DOE Building	1.1. Receive Copy of Invoice	None	2 hour/s	Science Research Specialist II/Senior Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.2. Prepare DOE Sticker with control no. and Endorsement Memorandum for the		1 working day/s	Science Research Specialist II/Senior



	release of DOE Sticker		Science Research Specialist and Supervising Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.3. Endorse Memorandum and DOE Sticker for the ERDB Director's Signature	4 hour/s	Chief Science Research Specialist; Coal and Nuclear Mineral Resources Development Division (CNMRDD)
	1.4. ERDB Director to sign the DOE Sticker. Administrative Staff to transmit the signed DOE Sticker to CNMRDD	1 working day/s	- Director; Energy Resource Development Bureau (ERDB) - Administrative Staff; Energy Resource Development Bureau (ERDB)
	1.5. Release the DOE Sticker to the applicant.	2 hour/s	Administrative Staff; Coal and Nuclear Mineral Resources Development Division (CNMRDD)



Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



Renewable Energy Management Bureau (REMB)

External Services



1. REMB-REMB01 Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components

RE Developers and local manufacturers, fabricators and suppliers of locally-produced renewable energy equipment shall register with the Department of Energy. Upon registration, a certification shall be issued to each RE Developer and local manufacturer, fabricator and supplier of locally-produced renewable energy equipment to serve as the basis of their entitlement to incentives provided under Chapter VII of the RE Act (R.A 9513).

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any person, natural or juridical, registered and/or authorized to operate in the Philippines under existing Philippine laws and engaged in the manufacture, fabrication and supply of locally produced RE equipment and components may apply for accreditation with the REMB.	
Operating Hours:	24/7	
Statute:	Renewable Energy Act of 2008 (R.A No. 9513) - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Application (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Must be addressed to the REMB Director</i>		
2. Latest Business Permit in the name of the Company or Proprietor (1) Electronic Copy		Business Permit and Licensing Office - Concerned Local Government Unit
3. Company Profile or Business Background (1) Electronic Copy Or (1) Electronic Copy		Applicant / Client
4. Proof of Technical and Physical or Logistical Capabilities (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Capabilities to handle RE equipment, machinery, components and parts appropriate and commensurate to the scope of activity applied for accreditation:</i> <i>a. Organizational Chart of the Company</i>		



- b. Nature and Scope of RE activities (RE manufacturing, fabricating, and/or supplying of locally-produced RE machineries, equipment, components and parts)*
c. Process flow of the manufacturing/fabrication plant
d. List of equipment or tools used (to be purchased / existing) in manufacturing and/or fabrication
e. Site map and picture of the manufacturing and/or fabrication plant

For Situational Requirement

A. With Renewable Energy Projects/Plants

A.1. Track record of Renewable Energy Projects of the Applicant
 (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1:	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	- Science Research Specialist; Concerned REMB Division - Chief; Records Management Division (RMD)



• If submission is incomplete, REMB notifies the applicant to update the submission. ◦ Upon resubmission, REMB checks the completeness and consistency of the submission within three (3) working days. • If submission is still incomplete, REMB notifies the applicant on the cancellation of application.	1.2. Concerned REMB Division issues a Billing Statement, and DOE-Treasury Division transmits the Order of Payment to the applicant/client		1 working day/s	• Chief; Concerned REMB Division • Chief; Accounting Division (AD)
2. Applicant pays the necessary fees Location: For payment of fees: DOE Cashier or other modes of payment Notes/Instruction: For Client Step 2: • If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned. For Agency Action 2.1: • If payment is not valid, the Treasury Division notifies	2.1. Treasury Division validates the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Processing Fee: PHP 9000 Total: PHP 10000	1 working day/s 1 working day/s	• Chief; Treasury Division (TD) • Chief; Treasury Division (TD)



the applicant through an email to rectify the payment within two (2) working days. ◦ If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If payment is still not valid within the timeframe, the concerned REMB Division notifies the applicant of the notice of disqualification.	2.3. Concerned REMB Division informs the applicant to set schedule for site validation		1 working day/s	• Chief; Concerned REMB Division
*For Applications Determined Qualified 3.A.Applicant sets and coordinates with concerned REMB Division on the site validation/inspection Location:	3.A.1. Concerned REMB Division and RELSD simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation	None	7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)



REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 3.A: - If not validated within thirty (30) working days, application will be deemed abandoned. For Agency Action 3.A.2: - If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 3.A.4: - If disapproved, the Assistant Secretary returns to the			
		3.A.2. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action and endorses, through the REMB Director, the recommendation for approval of LS.	2 calendar day/s - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
		3.A.3. LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter, and endorses the recommendation to the Assistant Secretary thru CSW	2 calendar day/s - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
		3.A.4. Assistant Secretary acts on the recommendation and the concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
		3.A.5. Undersecretary acts on the recommendation and the concerned REMB Division endorses the	3 calendar day/s Undersecretary; Office of the



concerned REMB Division for further action. For Agency Action 3.A.5: If disapproved, the Undersecretary returns to the concerned REMB Division for further action.	recommendation to the Secretary			Undersecretary Chief; Concerned REMB Division
For Agency Action 3.A.6: If disapproved, the Secretary returns to the concerned REMB Division for further action.	3.A.6. Secretary acts on the recommendation		7 calendar day/s	Secretary; Office of the Secretary
	3.A.7. Concerned REMB Division notifies the applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day/s	Chief; Concerned REMB Division
*For Applications Determined Not Qualified 3.B.Applicant submits the rectified application documents Location: DOE - Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 3.B: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive	3.B.1. Concerned REMB Division and RELSD simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation	None	7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	3.B.2. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action and endorses, through the REMB Director, the recommendation for approval of LS.		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	3.B.3. If not qualified and Applicant submits the rectified application,		5 calendar day/s	Chief; Concerned REMB Division



notification of deemed abandoned	Concerned REMB Division and LS conduct simultaneous Technical and Legal re-evaluations		• Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
For Agency Action 3.B.4:			
• If still not qualified, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.			
For Agency Action 3.B.6:	3.B.4. Concerned REMB Division consolidates all the re-evaluation results and endorses to LS to concur on the Memorandum to the Secretary, Certificate of Accreditation and Approval Letter	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
For Agency Action 3.B.7:	3.B.5. LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter, and endorses the recommendation to the Assistant Secretary thru CSW	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
For Agency Action 3.B.8:	3.B.6. Assistant Secretary acts on the recommendation and the concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division
	3.B.7. Undersecretary acts on the recommendation and	3 calendar day/s	• Undersecretary; Office of



	the concerned REMB Division endorses the recommendation to the Secretary			the Undersecretary • Chief; Concerned REMB Division
	3.B.8. Secretary acts on the recommendation		7 calendar day/s	• Secretary; Office of the Secretary
	3.B.9. Concerned REMB Division notifies the applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day/s	• Chief; Concerned REMB Division
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 24 calendar day/s Working Days: 7 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 31 calendar day/s Working Days: 7 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 10000		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 10000		

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



2. REMB-REMB02 Amendment of RE Contract (Except for Hydro and Ocean Energy Projects)

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request an amendment of its RE Contract with justification on such revision.

Office or Division:	Renewable Energy Management Bureau (REMB)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Registered RE Developer who is not in default of its technical and financial obligations under the RE Contract. Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be amended in any of the following instances: 1. Changes to the Contract Area; 2. Increase or Decrease in the Installed Capacity; 3. Change of Location of Project Site (for Biomass); 4. Extension of RE Contract Term; 5. Changes to address inconsistencies between the RE Contract and its Annexes; and 6. Contract Area that falls within or overlaps with the no-build zones as identified in the Marine Spatial Planning.														
Operating Hours:	24/7														
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes														
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i> </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> <tr> <td colspan="2">A. Requirements for Amendment to the Contract Area/Location</td></tr> <tr> <td>A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>		For Situational Requirement		A. Requirements for Amendment to the Contract Area/Location		A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>															
For Situational Requirement															
A. Requirements for Amendment to the Contract Area/Location															
A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area	Applicant / Client														



verification (1) Original Copy Or (1) Electronic Copy	
Sub Requirement	
<i>A.1.A. Mapping Requirements for Area Verification of RE Projects:</i>	
A.1.A.1. Location/Sketch map* of the project area/site (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The map should show its boundaries in relation to major environmental features, using a NAMRIA topographic map or any available administrative basemap at a scale of at least 1:50,000. The map must contain the PRS'92 geographic coordinates of all boundary corners of the project area.</i> <i>Notes:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all map details found in the Sample Map* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed by a licensed Geodetic Engineer (GE). The seal must be visibly shown on the scanned copy. • TD_FORM.xls* - Excel file which can be downloaded from the EVOSS website. The form should be accomplished and must contain the PRS'92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and a visible Geodetic Engineer's seal if the TD cannot be reflected on the map. • Computation of Area - For project areas conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block; otherwise, the projected area (PTM-Zone I to V) will be considered. Reminder: The required geographic coordinates system is PRS '92. Google Earth uses a different coordinate system. *The following maps and form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms): Sample Map A – Blocking Sample Map B – Non-Blocking TD_FORM.xls	
A.1.A.2. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Professional Regulation Commission - Licensure and Registration Division - Registration Section
<i>Remarks:</i> <i>Validity should cover the date of map preparation.</i>	



A.1.A.3. Professional Tax Receipt of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Municipal/City Hall - Office of the Municipal/City Treasurer
A.1.A.4. Excel file or a printed form, following the format in TD_FORM.xls* (1) Electronic Copy Or (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Should contain the PRS'92 geographic coordinates of all boundary corners.</i> <i>*The template form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms).</i>	
A.2. Technical Requirements (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>A.2.A. For Pre-Development Stage</i>	
A.2.A.1. Detailed Resource Assessment Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>A.2.B. For Development Stage</i>	
A.2.B.1. Full-Blown Feasibility Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
A.3. Work Program in Gantt Chart following the applicable template (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>1. Biomass (Annex-A of DC2024-06-0018)</i> <i>2. Waste-to-Energy (Annex-B of DC2024-06-0018)</i> <i>3. Geothermal (Annex-C of DC2024-06-0018)</i> <i>4. Onshore Wind (Annex-H of DC2024-06-0018)</i> <i>5. Offshore Wind (Annex-I of DC2024-06-0018)</i>	
B. Proof of Possessory Rights (For Solar/Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client



B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC/BEOC/WTEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar/Biomass/Waste-to Energy Project thereon; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC/BEOC/WTEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar/biomass/waste-to-energy power project thereon is vested unto the SEOC/BEOC/WTEOC Applicant. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI, authorizing the use of such AOI for solar/biomass/waste-to-energy power project; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the	Applicant / Client



following: (1) Certified True Copy Or (1) Electronic Copy	
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b.4. Supporting Document to the acceptable proof of ownership or possessory rights (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;</i>	
B.c. Supporting Document to the acceptable proof of ownership or possessory rights	
B.c.1. Board Resolution or Secretary Certificate of the RE Applicant (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like.</i>	
B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights	
B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with	Applicant / Client



inclusive dates (1) Certified True Copy Or (1) Electronic Copy				
B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.5. Notarized date of the above documents (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.6. Read-only Excel file/Documents attached to the sworn statement where the details below are presented (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> 1. <i>RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> 2. <i>Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division • Chief; Records Management Division (RMD)



Management Division or REMB Email Notes/Instruction:			
For Agency Action 1.A.1: - If the submission is incomplete, the Concerned REMB Division notifies the applicant to update the submission. - Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days. - If the submission is still incomplete, the Concerned REMB Division notifies the applicant on the cancellation of the application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned.	1.A.2. Concerned REMB Division conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary	5 calendar day/s	- Chief; Concerned REMB Division - Director; Concerned REMB Division
	1.A.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification	5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Technology and Management



For Agency Action 1.A.2 - In case the evaluation of the Concerned REMB Division shows: a. that there are additional costs to be incurred that should warrant another financial evaluation ; b. if there are any legal concerns on the RE project; and/or c. if there is a need for re-plotting of the Contract Area/location, the Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 1.A.4: - If not qualified, the Concerned	1.A.4. Concerned REMB Division consolidates all the evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS 1.A.5. LS acts on the recommendation and Concerned REMB Division endorses the recommendation to the Assistant Secretary			nt Services (ITMS) - Director; Information Services Division (ISD) 2 calendar day/s - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) 2 calendar day/s - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Concerned REMB Division
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REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. ◦ If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.6: • If disapproved, the Assistant Secretary returns the application to Concerned REMB Division for further action. For Agency Action 1.A.7: • If disapproved, the Undersecretary returns the application to Concerned REMB Division for further action.			
	1.A.6. Assistant Secretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division
	1.A.7. Undersecretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Secretary	2 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; Concerned REMB Division
	1.A.8. The Secretary acts on the recommendation	5 calendar day/s	• Secretary; Office of the Secretary
	1.A.9. Concerned REMB Division notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended	1 calendar day/s	• SRS; Concerned REMB Division



For Agency Action 1.A.8:	Contract / Certificate of Registration to the applicant			
If disapproved, the Secretary returns the application to Concerned REMB Division				
*For Applications Determined Not Qualified 1.B.Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records Management Division or REMB Email Notes/Instruction: For Agency Action 1.B.1: - If the submission is incomplete, the Concerned REMB Division notifies the applicant to update the submission. - Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within three (3)	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	- SRS; Concerned REMB Division - Chief; Records Management Division (RMD)
	1.B.2. Concerned REMB Division conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary		5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.B.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification		5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance



working days. • If the submission is still incomplete, the Concerned REMB Division notifies the applicant on the cancellation of the application. • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned.			e Division (RERCD) • Director; Financial Services (FS) • Chief; Information Technology and Management Services (ITMS) • Director; Information Services Division (ISD)
For Agency Action 1.B.2 • In case the evaluation of the Concerned REMB Division shows: 1. that there are additional costs to be incurred that should warrant another financial evaluation ; 2. if there are any legal concerns on the RE project; and/or 3. if there is a need for re-plotting of the	1.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
	1.B.5. If not qualified and applicant submits the rectified documents, Concerned REMB Division, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-evaluations, and Area re-verification (whichever is applicable)	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)



Contract Area/location, the Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 1.B.2 and 1.B.3: - If not qualified, the Concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.6: - If not qualified, the Concerned REMB Division endorses				- Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Technology and Management Services (ITMS) - Director; Information Services Division (ISD)
	1.B.6. Concerned REMB Division consolidates all the re-evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS.		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.B.7. LS acts on the recommendation and Concerned REMB Division endorses the recommendation to the Assistant Secretary		2 calendar day/s	Chief; Renewable Energy Legal Services Division (RELSD)



through the REMB Director, the denial of the application to the Assistant Secretary.				• Director; Legal Services (LS) • Chief; Concerned REMB Division
For Agency Action 1.B.7:				
• If not compliant, LS returns the application to Concerned REMB Division for further action.	1.B.8. Assistant Secretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Undersecretary		2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division
For Agency Action 1.B.8:				
• If disapproved, the Assistant Secretary returns the application to Concerned REMB Division for further action.	1.B.9. Undersecretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Secretary		2 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; Concerned REMB Division
For Agency Action 1.B.9:				
• If disapproved, the Undersecretary returns the application to Concerned REMB Division for further action.	1.B.10. The Secretary acts on the recommendation		5 calendar day/s	• Secretary; Office of the Secretary
For Agency Action 1.B.10:				
• If disapproved, the Secretary returns the application to Concerned REMB Division	1.B.11. Concerned REMB Division notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended Contract / Certificate of Registration to the applicant		1 calendar day/s	• SRS; Concerned REMB Division



for further action. Total Processing Time:	
*For Applications Determined Qualified	Calendar Days: 24 calendar day/s Working Days: 3 working day/s
*For Applications Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: None
*For Applications Determined Not Qualified	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



3. REMB-REMB03 Certificate of Registration for Own-Use

RE Developers generating power for own-use shall register with the DOE to avail of any incentives under the RE Act.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	RE Developers
Operating Hours:	24/7
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Must be addressed to the REMB Director.</i>	
2. Project Description (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Should include the details of the following:</i> 1. Technical Design: 1. Single Line Diagrams of Alternating Current and Direct Current (if applicable) 2. Mass Energy Balance (if applicable) 2. Target Commissioning Date 3. Project Location	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. For Individual or Proprietorship	
A.a.1. Passport or any valid government-issued Identification Card (ID)	



- **Philippine Identification (PhilID) / ePhilID:** The national ID, providing a unified identification for Filipinos and resident aliens.
- **Passport:** Issued by the Department of Foreign Affairs (DFA), primarily for international travel.
- **Driver's License:** Issued by the Land Transportation Office (LTO), also serves as a permit to operate motor vehicles.
- **SSS UMID Card:** A unified ID for Social Security System (SSS) members.
- **PRC ID:** Issued to professionals who have passed licensure exams.
- **Voter's ID:** Issued by the Commission on Elections (COMELEC), proving registration and voting eligibility.
- **PhilHealth ID:** Proof of membership and registration with PhilHealth.
- **Postal ID:** Widely accepted for various transactions.
- **GSIS e-Card:** For members of the Government Service Insurance System.
- **OWWA ID:** For Overseas Filipino Workers (OFW) registered with the Overseas Workers Welfare Administration.
- **TIN Card:** Issued by the Bureau of Internal Revenue (BIR).
- **Senior Citizen ID:** For individuals aged 60 and above.
- **PWD ID:** For Persons with Disabilities.
- **Integrated Bar of the Philippines (IBP) ID:** Issued to Filipino lawyers.
- **Pag-IBIG Loyalty Card:** For members of the Home Development Mutual Fund (Pag-IBIG).
- **OFW ID/iDOLE Card:** For registered Overseas Filipino Workers.

A.b. For Corporation / Joint Venture / Consortium / Cooperative

A.b.1. Certified Copy of Registration
(1) Original Copy Or (1) Electronic Copy

See General Remarks* - See General Remarks*

Remarks:

Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or National Electrification Administration (NEA)

A.c. If filed by a Representative:

A.c.1. Special Power of Attorney (for Individual or Proprietorship) or Secretary's Certificate/Board Resolution (for Corporation or Joint Venture or Consortium or Cooperative) of the authorized representative/s
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

A.c.2. Passport or any valid government-issued ID of the authorized representative

- **Philippine Identification (PhilID) / ePhilID:** The national ID, providing a unified identification for Filipinos and resident aliens.
- **Passport:** Issued by the Department of Foreign Affairs (DFA), primarily for international travel.
- **Driver's License:** Issued by the Land Transportation Office (LTO), also serves as a permit to operate motor vehicles.
- **SSS UMID Card:** A unified ID for Social Security System (SSS) members.
- **PRC ID:** Issued to professionals who have passed licensure exams.
- **Voter's ID:** Issued by the Commission on Elections (COMELEC), proving registration and voting eligibility.
- **PhilHealth ID:** Proof of membership and registration with PhilHealth.



- **Postal ID:** Widely accepted for various transactions.
- **GSIS e-Card:** For members of the Government Service Insurance System.
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- **Senior Citizen ID:** For individuals aged 60 and above.
- **PWD ID:** For Persons with Disabilities.
- **Integrated Bar of the Philippines (IBP) ID:** Issued to Filipino lawyers.
- **Pag-IBIG Loyalty Card:** For members of the Home Development Mutual Fund (Pag-IBIG).
- **OFW ID/IDOLE Card:** For registered Overseas Filipino Workers.

B. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template

Sub Situational Requirement/s

B.a. For Private Property:

B.a.1. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Annex "A" of DOE Advisory No. 3 dated 29 April 2023
(<https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rightsrequirements-contractapplications?withshield=1>)

B.b. For Public Property:

B.b.1. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Annex "B" of DOE Advisory No. 3 dated 29 April 2023
(<https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rightsrequirements-contractapplications?withshield=1>)

B.b.2. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system	1.1. Concerned REMB Division checks the	None	3 working day/s	Science Research Specialist



the complete set of documentary requirements Location: For submission of requirements: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: - If the submission is complete, Concerned REMB Division transmits the Order of Payment within one (1) working day to pay for the Application Fee; Accounting Division notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.	completeness and consistency of the submission			(SRS); Concerned REMB Division
	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then transmit the issued Order of Payment to the Applicant.	1 working day/s		- Chief; Renewable Energy Management Bureau (REMB) - Chief; Accounting Division (AD)



If submission is incomplete, Concerned REMB Division notifies the RE Developer to update the submission				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and transmits the proof of payment to DOE Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment or submission of documents: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.ph)	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application Fee	1 working day/s	Chief; Treasury Division (TD)
	2.A.2. Treasury Division transmits the Invoice/Official Receipt to the Applicant		1 working day/s	Chief; Treasury Division (TD)

Notes/Instruction:

For Client Step 2

- Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned.

For Agent Action 2.1:

- If the Payment is invalid, Treasury Division notifies the Applicant thru a system generated email



to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, Concerned REMB Division notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within five (5) calendar days. ◦ If the Applicant	2.A.3. Concerned REMB Division and LS conducts technical and legal evaluations.	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSA) • Director; Legal Services (LS)
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uploads the rectified documents within the prescribed timeframe, Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, Concerned REMB Division notifies the Applicant on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the five (5) calendar days, Concerned REMB Division and RELSD proceed	2.A.4. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action, and endorses thru REMB Director the recommendation for approval of LS		2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)
	2.A.5. LS concurs on the recommendation.		2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS)



with the re-evaluation because the Applicant already consumed the five (5) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the five (5) calendar days, Concerned REMB Division notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (5-x working days). For Agency Action 2.A.6: • If not concurred, the Assistant Secretary returns to Concerned REMB Division for further action.	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division • Chief; Concerned REMB Division • Assistant Secretary ; Office of the Assistant Secretary
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For Agency Action 2.A.7: - If not concurred, the Undersecretary returns to Concerned REMB Division for further action. For Agency Action 2.A.8: - If not approved, the Secretary returns to Concerned REMB Division for further action.	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.		2 calendar day/s	- Chief ; Concerned REMB Division - Undersecretary ; Office of the Undersecretary
	2.A.8. The Secretary acts on the recommendation.		7 calendar day/s	Secretary; Office of the Secretary
	2.A.9. Concerned REMB Division transmits to the RE Developer the signed letter and COR		1 calendar day/s	SRS; Concerned REMB Division
*For Application Determined Not Qualified	2.B.1. If Payment has been made, Treasury	Formula Fees Breakdown:	1 working day/s	Chief ; Treasury



2.B.Applicant rectifies the submission within five (5) calendar days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment or submission of documents: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 2 • If failure to rectify within five (5) calendar days, the RE Developer will receive notification of deemed abandoned • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.B.1: • If the Payment is invalid, Treasury Division notifies the Applicant thru a system generated email to rectify the payment within	Division validates the proof of payment	Application Fee		Division (TD)
	2.B.2. Treasury Division transmits the Invoice/Official Receipt to the Applicant		1 working day/s	• Chief ; Treasury Division (TD)
	2.B.3. Concerned REMB Division and LS conducts technical and legal evaluations.		7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, Concerned REMB Division notifies the Applicant of the notice of disqualification. For Agency Action 2.B.3: • If not qualified, the Concerned Units notifies the Applicant to submit within five (5) calendar days. ◦ If the Applicant uploads the	2.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action 2.B.5. Concerned unit/s conduct re-evaluations	2 calendar day/s 5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
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	rectified documents within the prescribed timeframe, Concerned Units to check the completeness of the submission within three (3) working days.			
	◦ If the Applicant failed to submit within the prescribed timeframe, Concerned REMB Division notifies the Applicant on the abandonment of application.	2.B.6. Concerned REMB Division consolidates all the re-evaluation results, recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
	◦ If the submission is incomplete and the Applicant consumed the five (5) calendar days, Concerned REMB Division and RELSD proceed with the re-	2.B.7. LS concurs on the recommendation.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD)



evaluation because the Applicant already consumed the five (5) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the five (5) calendar days, Concerned REMB Division notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (5-x working days).				• Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.6: • If not compliant, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.	2.B.8. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s		• Chief ; Concerned REMB Division • Assistant Secretary; Office of the Assistant Secretary
	2.B.9. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s		• Chief; Concerned REMB Division • Undersecretary; Office of the



For Agency Action 2.A.8: If not concurred, the Assistant Secretary returns to Concerned REMB Division for further action.				Undersecretary
For Agency Action 2.A.9: If not concurred, the Undersecretary returns to Concerned REMB Division for further action.	2.B.10. The Secretary acts on the recommendation.		7 calendar day/s	Secretary; Office of the Secretary
For Agency Action 2.A.10: If not approved, the Secretary returns to Concerned REMB Division for further action.	2.B.11. Concerned REMB Division transmits to the RE Developer the signed letter and COR		1 calendar day/s	SRS; Concerned REMB Division
Total Processing Time:				
*For Application Determined Qualified		Calendar Days: 21 calendar day/s Working Days: 6 working day/s		
*For Application Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:				
*For Application Determined Qualified		Total Standard Fee: None See other fees below		
*For Application Determined Not Qualified		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				



- Application Determined Qualified
Application Fee
 - Hydropower - PHP 11,600.00
 - Geothermal - PHP 11,600.00
 - Solar - PHP 11,600.00
 - Wind - PHP 11,600.00
 - Biomass - PHP 12,650.00

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



4. REMB-REMB04 Conversion to the New Renewable Energy (RE) Contract Template

Within one (1) year from the effectivity of this Department Circular No. DC2024-06-0018, an RE Developer may apply for conversion of its RE Contract to the new RE Contract templates provided in Annexes “A” to “K” of the said DC. However, the period of the RE Contract to be issued in relation thereto shall be the balance of the contract term remaining under the existing and valid service/operating contract or agreement.

Office or Division:	Renewable Energy Management Bureau (REMB)								
Classification:	Highly Technical								
Type of Transaction:	G2B (Government to Business)								
Who may avail:	RE Developers that are substantially compliant with the approved Work Program/Work Plan and the material terms and conditions of the RE Contract for the past six (6) months prior to the date of filing its application for conversion. For RE Developers with RE Contracts executed less than six (6) months from the date of application for conversion, the evaluation shall be based on their compliance with the approved Work Program and the material terms and conditions from the time of the award of the RE Contract until the filing of the application.								
Operating Hours:	24/7								
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application Letter addressed to the REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Letter addressed to the REMB Director (1) Electronic Copy	Applicant / Client	2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
For Standard Requirement									
1. Application Letter addressed to the REMB Director (1) Electronic Copy	Applicant / Client								
2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy	Applicant / Client								
<i>Remarks:</i> <i>Work Program should follow the following template under the DC2024-06-0018:</i> 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Land-Based Solar (Annex-D of DC2024-06-0018) 5. Floating Solar (Annex-E of DC2024-06-0018) 6. Hydro (Annex-F of DC2024-06-0018) 7. Ocean (Annex-G of DC2024-06-0018)									



8. Onshore Wind (Annex-H of DC2024-06-0018)
9. Offshore Wind (Annex-I of DC2024-06-0018)

3. Revised Contract Area following the mapping requirements provided in Annex "N" of DC2024-06-0018, as applicable: (1) Electronic Copy	Applicant / Client
Remarks: NOTES: • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered. Reminder: • The required geographic coordinates system is PRS'92. • Locations from Google Earth have a different coordinate system. List of Templates and Sample Maps (for reference) under DC2024-06-0018: • Annex N.1 - TD_FORM.xls • Annex N.2 - Sample Map 1 – Blocking • Annex N.3 - Sample Map 2 – Non-Blocking • Annex N.4 - Sample Map 3 – Hydro Power Project	
Sub Requirement	
3.A. Location/Sketch map* of the project area/site	
3.A.1. Location/Sketch map* of the project area/site (1) Electronic Copy	Applicant / Client
Remarks: <i>It is required to show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).</i>	
3.B. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer	
3.B.1. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer	



Professional Identification Card (PIC) or PRC license - Professional Regulation Commission (PRC)

Remarks:

Validity should cover the date of map preparation

3.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)

3.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)
(1) Electronic Copy

Applicant / Client

Remarks:

It should containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits thru the EVOSS System the complete documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1:	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
	1.2. Concerned REMB Division and RELSD conduct technical and legal (if required) evaluations		5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal



- If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. For Agency Action 1.3: - If failed, Concerned REMB Division thru EVOSS notifies the RE Developer, and LS of the disapproval For Agency Action 1.7: - If not concurred, Concerned					
	1.3. Concerned REMB Division consolidates the evaluation results and drafts the New RE Contract, and Memorandum to the Secretary recommending the award of the New RE Contract	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)		
	1.4. ITMS prepares the Contract Area Map	3 calendar day/s	- Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)		
	1.5. Concerned REMB Division, through the REMB Director, prepares and endorses the recommendation of award to LS for concurrence	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD)		
	1.6. LS concurrence to the recommendation	3 calendar day/s	Chief; Renewable Energy Legal Services		



REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval				Division (RELSA) • Director; Legal Services (LS)
For Agency Action 1.8: • If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval	1.7. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary		2 calendar day/s	• Chief; Concerned REMB Division • Assistant Secretary; Office of the Assistant Secretary
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	1.8. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division notifies the applicant to pre-sign the contract		2 calendar day/s	• Chief; Concerned REMB Division • Undersecretary; Office of the Undersecretary
2. Applicant pre-signs the RE Contract under the new template Location: For the Pre-Signing of RE Contract: REMB Office For receiving the digital RE Contract: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: • If the applicant failed to pre-sign the RE Contract within thirty (30)	2.1. Concerned REMB Division validates the pre-signed RE Contract	None	1 working day/s	• Chief; Concerned REMB Division
	2.2. Concerned REMB Division endorses the pre-signed RE Contract to the Secretary for consideration		1 calendar day/s	• Chief; Concerned REMB Division



calendar days, the application will be deemed abandoned.				
For Agency Action 2.3:				
If disapproved by the Secretary, the concerned REMB Division notifies the applicant, LS and ITMS on the disapproval.	2.3. Secretary acts on the Application		7 calendar day/s	Secretary; Office of the Secretary
If the processing of the application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division, applicant, LS, and ITMS of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.4. Concerned REMB Division through the EVOSS System uploads the copy of the New RE Contract		1 calendar day/s	SRS; Concerned REMB Division

General Remarks

EVOSS Act Processing Timelines Advisory

- Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.



- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR.**

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>.

Total Processing Time:	Calendar Days: 31 calendar day/s Working Days: 4 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



5. REMB-REMB05 Renewable Energy Contract Application (except Solar Projects)

An agreement between the DOE and an RE Developer for the development and/or utilization of RE resources shall be covered by an RE Service/Operating Contract

Office or Division:	Renewable Energy Management Bureau (REMB)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018																
Operating Hours:	24/7																
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects																
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2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - ITMS- ISD
<i>Remarks:</i> <i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. (For Biomass and WTE) Feasibility Study which shall include: (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A.3.A. Mass Energy Balance Diagram	
2.A.3.B. Site Development Plan	
2.A.3.C. Fuel Supply and Logistic Study	
2.A.3.D. Waste Analysis and Characterization Study (additional if MSW)	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Electronic Copy	Philippine Statistics Authority - Civil Registration Services Division
A.a.2. Current Business Permit (1) Electronic Copy	City/Municipal Government - City/Municipal Mayor's Office
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Electronic Copy	Department of Trade and Industry - DTI Regional and Provincial Offices – Negosyo Center
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Electronic Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified or CDA-Certified or NEA-Certified) (1) Electronic Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)



A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Electronic Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Electronic Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)
A.b.4. Current Business Permit (1) Electronic Copy	City/Municipal Government - City/Municipal Mayor's Office
A.b.5. Organizational Chart of the Company (1) Electronic Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - concerned Sanggunian (Panlalawigan, Panlungsod, or Bayan)
B. Proof of Possessory Rights (For Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is	Applicant / Client



not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.c. Supporting Document to the acceptable proof of ownership or possessory rights	



B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;</i>	
B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights	
B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates; (1) Electronic Copy	Applicant / Client
B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like; (1) Electronic Copy	Applicant / Client
B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full (1) Electronic Copy	Applicant / Client
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Electronic Copy	Applicant / Client
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client



Remarks:

1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and
2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.

C. Financial Requirements

Sub Situational Requirement/s

C.a. For Existing Organized Corporation operating more than a year

C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived:
(1) Electronic Copy

Applicant / Client

Remarks:

1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.
2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:
 - For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0
 - For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0

RE Resource

Potential Capacity

Biomass

up to 20.000MW

Waste-to-Energy

up to 12.000MW

Hydropower

up to 49.999MW

Wind (Offshore/Onshore)

up to 0.999MW

- For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0



RE Resource

Potential Capacity

Biomass

More than 20.000MW

Waste-to-Energy

More than 20.000MW

Hydropower

50.000MW and above

Wind (Offshore/Onshore)

1.000MW and above

- *For Geothermal and Ocean Projects, the Debt-to-Equity ratio shall not exceed 2.0:1.0*

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- *The Authorized Capital Stock is sufficient to absorb the equity converted; and*
- *Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS*

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

- 1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.*
- 2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.*
- 3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.*

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above
(1) Electronic Copy

Applicant / Client



D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy			Applicant / Client	
Remarks:				
Criteria for Financial Evaluation				
1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.				
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.				
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: • If the submission is	1.1. Concerned REMB Division, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	• Chief; Concerned REMB Division (except SEMD) • Chief; Information Services Division (ISD) • Chief; Renewable Energy Legal Services Division (RELSD) • Chief; Renewable Energy Resources Compliance Division (RERCD)



complete and the area is valid, Concerned REMB Division thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA) • If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and				
	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Concerned REMB Division (except SEMD) • Chief; Accounting Division (AD)



notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within	2.A.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified	2.A.4. If Qualified, EVOSS notifies the ITMS-ISD and	3 calendar day/s	Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS) • Chief; Concerned REMB
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document s within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS	Concerned REMB Division thru a system generated email to prepare the Contract Map, COR, RE Contract and Memorandum to the Secretary			Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a		2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director ; Renewable



System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days).	system generated email on the concurrence of the recommendation			Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.		2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Assistant Secretary ; Office of the Assistant Secretary



For Agency Action 2.A.6: - If not concurred, Concerned REMB Division uploads the signed Disqualification Letter. For Agency Action 2.A.7: - If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	2.A.7. Undersecretary acts on the recommendation.		2 calendar day/s	Undersecretary ; Office of the Undersecretary
	2.A.8. Concerned REMB Division notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	Chief; Concerned REMB Division (except SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph)	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	Chief ; Treasury Division (TD)
	2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief ; Treasury Division (TD)



Notes/Instruction: For Client Step 2			
• Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. • If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations	7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working			



days, the applicant will receive notification of deemed abandoned.			
• If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.B.3: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.	2.B.4. If not qualified, Concerned Unit to conduct re-evaluation	5 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)



◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10)	2.B.5. EVOSS System notifies the ITMS and Concerned REMB Division thru a system generated email to prepare the Contract Map, COR, RE Contract and Memo to the Secretary		3 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
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working days. o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days).			
For Agency Action 2.B.4: • If still not qualified, Concerned REMB Division uploads the signed disqualification letter within five (5) calendar days; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the concurrence of the recommendation	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)
	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD)



generated email of the disqualification. For Agency Action 2.B.8: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter.	recommendation to the Undersecretary.			Assistant Secretary; Office of the Assistant Secretary
For Agency 2.B.8 If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.B.8. Undersecretary acts on the recommendation		2 calendar day/s	Undersecretary; Office of the Undersecretary
	2.B.9. Concerned REMB Division notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Director; Renewable Energy Management Bureau (REMB)
3. Applicant pre-signs the RE contract and submits to DOE Location:	3.1. Concerned REMB Division validates the pre-signed RE Contract	None	1 working day/s	Chief; Concerned REMB Division



EVOSS System (https://evoss.ph/) For Pre-Signing: REMB Office, DOE Notes/Instruction: For Client Step 3: - If applicant failed to pre-sign the RE Contract within the prescribed period of thirty (30) calendar days, EVOSS notifies the Applicant, Concerned REMB Division, RELSD, RERCD and ITMS-ISD that the application is deemed abandoned. For Agency Action 3.1: - If not valid and the Applicant consumed the prescribed timeframe, EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, ITMS-ISD and RERCD through a system generated email on the abandonment of the application.				(except SEMD)
If not valid and the Applicant does not consume the	3.2. The Secretary acts on the pre-signed RE contract		7 calendar day/s	Secretary ; Office of the Secretary



prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the incomplete Pre-Signed Contract. • If the pre-signed contact is incomplete, EVOSS System notifies the Applicant and Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system generated email on the Abandonment of the application. • If the pre-signed contact is complete; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, ITMS-ISD of the complete pre-signed contract and Concerned REMB Division endorses to the Secretary the Pre-Signed Contract.				
	3.3. Concerned REMB Division thru EVOSS issues the Order of Payment	1 calendar day/s	• Chief; Solar Energy Management Division (SEMD)	

For Agency Action 3.2: • If the Secretary signed the RE contract,
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Concerned REMB Division thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days. • If not approved, Concerned REMB Division uploads the signed Disapproval Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval of the application. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
4. Applicant pays the signing fee Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 4:	4.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment.	Formula Fees Breakdown: Signing Fee	1 working day/s	• Chief; Treasury Division (TD)



- Failure to pay within fifteen (15) calendar days, the Applicant will receive a notification of deemed abandoned. For Agency Action 4.1: - If the payment is invalid, EVOSS System notifies the Applicant thru a system generated email to rectify the payment within two (2) working days. - If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If the payment is still invalid, EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD an ITMS- ISD thru a system			
	4.2. The Treasury Division generates the Invoice/Official Receipt and upload it thru the EVOSS System	1 working day/s	Chief; Treasury Division (TD)
	4.3. Concerned REMB Division thru EVOSS uploads the Signed Contract and/or COR and encodes the RE Contract Number, COR Number and the Date of Award in the EVOSS System	1 calendar day/s	Chief; Concerned REMB Division (except SEMD)



generated email on the deemed abandoned. For Agency Action 4.2 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
General Remarks EVOSS Act Processing Timelines Advisory Completeness Check: Agencies have three (3) working days from submission to verify an application's completeness. Failure to act within this period renders the submission deemed complete. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by Rule 9, Section 2 of the EVOSS Act IRR. Official Processing Time: The main processing timeframe is calculated in calendar days, as stipulated in Section 13 of the EVOSS Act and Rule 9, Section 1 of its IRR. This official clock starts only after an application is accepted or deemed complete. Deemed Approval: Failure by an agency to act within the prescribed calendar-day timeframe results in the application being deemed approved, per Section 13 of the EVOSS Act and Rule 9, Section 4 of the IRR. Transactional Steps: Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under Rule 6(b) of the IRR. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				



Total Processing Time:	
*For Application Determined Qualified	Calendar Days: 26 calendar day/s Working Days: 9 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 9 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: None See other fees below
*For Application Determined Not Qualified	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Signing Fee ◦ Hydropower - Php 5.00/kW ◦ Wind - Php 100.00/hectare ◦ Biomass - Php 5.00/kW (for 1MW below) ▪ Php 50,000.00 (for 1MW above) ◦ Geothermal - Php 11,600.00 ◦ Ocean - Php 1,000.00 • Application Fee - Hydropower - Php 1,000.00 - Wind - Php 11,600.00 - Biomass - Php 12,650.00 (incl. Processing Fee) - Geothermal - Php 11,600.00 - Ocean - Php 1,000.00 • Processing Fee - Hydropower - Php 23,850.00 - Wind - Php 6.50/hectare (minimum of 81 hectares/or whichever is higher) - Geothermal - Php 6.50/hectare - Ocean - Php 23,850.00	

Office Legend

Office Groups and Divisions
Concerned REMB Division (except SEMD)



Office Groups and Divisions					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)		



6. REMB-REMB06 Issuance of Certificate of Authority for RE Projects (except Solar)

A certificate duly signed by the DOE Secretary exclusively authorizing an RE Developer to procure the necessary permits and tenorial instruments for the exploration, development, construction and installation, and commercial operation of the RE Project and conduct reconnaissance and other activities needed for pre-feasibility studies, as applicable, within the area specified in the certificate. The COA grants an RE Developer the privilege to procure the aforesaid permits and tenorial instruments outside of the contract term.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Various Issuing Government Agencies - -
2. Technical Requirements (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A. 1. Work Program in Gantt Chart following the applicable template	
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client
Remarks: 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Hydro (Annex-F of DC2024-06-0018) 5. Ocean (Annex-G of DC2024-06-0018) 6. Onshore Wind (Annex-H of DC2024-06-0018)	



7. Offshore Wind (Annex-I of DC2024-06-0018)	
2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - ITMS- ISD
<i>Remarks:</i> <i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. (For Biomass and Waste-to-Energy Projects) Feasibility Study which shall include: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Mass Energy Balance Diagram 2. Site Development Plan 3. Fuel Supply and Logistic Study 4. Waste Analysis and Characterization Study (additional if MSW)	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - Civil Registration Services Division
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Mayor's Office
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI Regional and Provincial Offices – Negosyo Center
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)



A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - concerned Sanggunian (Panlalawigan, Panlungsod, or Bayan)
B. Proof of Possessory Rights (For Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the BEOC/WTEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Biomass/Waste-to Energy Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the BEOC/WTEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the BEOC/WTEOC Applicant. (1) Electronic Copy	Applicant / Client



B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the biomass/waste-to-energy power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note:	



Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and
(1) Electronic Copy

Applicant / Client

Remarks:

- 1. If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and*
- 2. If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates;
(1) Electronic Copy

Applicant / Client

B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like;
(1) Electronic Copy

Applicant / Client

B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective
(1) Electronic Copy

Applicant / Client



B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> <i>Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.</i>	
C. Financial Requirements	
Sub Situational Requirement/s	
C.a. For Existing Organized Corporation operating more than a year	
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.</i> <i>Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:</i> <i>For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0</i> <i>For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0</i>	
RE Resource	Potential Capacity
Biomass	up to 20.000MW
Waste-to-Energy	up to 12.000MW
Hydropower	up to 49.999MW



Wind (Offshore/Onshore)

up to 0.999MW

- *For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0*

RE Resource

Potential Capacity

Biomass

More than 20.000MW

Waste-to-Energy

More than 20.000MW

Hydropower

50.000MW and above

Wind (Offshore/Onshore)

1.000MW and above

- *For Geothermal and Ocean Projects, the Debt-to-Equity ratio shall not exceed 2.0:1.0*

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- *The Authorized Capital Stock is sufficient to absorb the equity converted; and*
- *Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS*

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

- 1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.*
- 2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.*
- 3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.*

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed



work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above (1) Electronic Copy	Applicant / Client
D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy	Applicant / Client

Remarks:

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned.	1.1. Concerned REMB Division, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the RE project	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division (except SEMD) • Chief; Information Services Division (ISD) • Chief; Renewable Energy Legal Services Division (RELSD) • Chief; Renewable Energy Resources



For Agency Action 1.1: • If the submission is complete and the area is valid, Concerned REMB Division thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA)			Compliance Division (RERCD)
• If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS	1 working day/s	• Chief; Concerned REMB Division (except SEMD) • Chief; Accounting Division (AD)



generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal



system generated email to rectify the payment within two (2) working days

- If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day.
- If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.
- If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.

For Agency Action
2.A.3:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.

Services Division (RELS)

- Director; Legal Services (LS)
- Chief; Renewable Energy Resources Compliance Division (RERCD)
- Director; Financial Services (FS)



◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed	2.A.4. If Qualified, Concerned REMB Division prepares the COA and Endorsement Memo to the Secretary and ITMS to prepare the COA Map	4 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
	2.A.5. LS concurs on the recommendation	2 calendar day/s	• Chief; Concerned



the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining	and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the concurrence of the recommendation		REMB Division (except SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Assistant Secretary ;



working days. (10-x working days). For Agency Action 2.A.6: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter.			Office of the Assistant Secretary
For Agency Action 2.A.7: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	- Chief ; Concerned REMB Division (except SEMD) - Undersecretary ; Office of the Undersecretary
For Agency Action 2.A.8: If not approved, Concerned REMB Division uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the Disapproval of Application. If exceeded the timeframe, EVOSS System notifies	2.A.8. The Secretary acts on the recommendation to issue COA	7 calendar day/s	Secretary; Office of the Secretary



Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.A.9. Concerned REMB Division uploads the signed COA and update the COA number and date of signing the COA		1 calendar day/s	SRS; Concerned REMB Division (except SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 - If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned - Failure to pay within three (3) working days, the Applicant will receive a notification of	2.B.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	Chief ; Treasury Division (TD)
	2.B.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief ; Treasury Division (TD)
	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services



deemed abandoned. For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.			Division (RELSA) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
	2.B.4. If not qualified and Applicant rectifies its submission, Concerned Unit/s conduct re-evaluation	5 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy



For Agency Action
2.B.3:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.
 - If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.
 - If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment

Management Bureau
(REMB)

- Chief ; Renewable Energy Legal Services Division (RELSD)
- Director; Legal Services (LS)
- Chief ; Renewable Energy Resources Compliance Division (RERCD)
- Director; Financial Services (FS)



	ent of application .	2.B.5. ITMS and Concerned REMB Division simultaneously prepares the COA Map, draft COA and draft memorandum to the Secretary.	4 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the	2.B.6. LS concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD) • Director; Renewable Energy



Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Agency Action 2.B.4: If still not qualified, Concerned REMB Division uploads the signed disqualification letter within five (5) calendar days; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system generated email of the disqualification.	concurrence of the recommendation			Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.7: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter. For Agency Action 2.B.8:	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.		2 calendar day/s	- Chief ; Concerned REMB Division (except SEMD) - Assistant Secretary; Office of the Assistant Secretary



- If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For Agency Action 2.B.9: - If not approved, Concerned REMB Division uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD, and ITMS-ISD on the Disapproval of Application. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow					
	2.B.8. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.		2 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Undersecretary; Office of the Undersecretary	
	2.B.9. The Secretary acts on the recommendation to issue COA		7 calendar day/s	Secretary; Office of the Secretary	
	2.B.10. Concerned REMB Division uploads the signed COA and update the COA number and date of signing the COA		2 calendar day/s	SRS; Concerned REMB Division (except SEMD)	
General Remarks					



EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:

*For Application Determined Qualified	Calendar Days: 25 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 6 working day/s

Total Processing Fee:

*For Application Determined Qualified	Total Standard Fee: None See other fees below
*For Application Determined Not Qualified	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Application Fee

Hydropower - Php 1,000.00

Wind - Php 11,600.00

Biomass - Php 12,650.00 (incl. Processing Fee)

Geothermal - Php 11,600.00

Ocean - Php 1,000.00

• Processing Fee

Hydropower - Php 23,850.00



Wind - Php 6.50/hectare (minimum of 81 hectares/or whichever is higher)

Geothermal - Php 6.50/hectare

Ocean - Php 23,850.00

Office Legend

Office Groups and Divisions					
Concerned REMB Division (except SEMD)					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)		



7. REMB-REMB07 Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units

Registered Renewable Energy (RE) Developers may request the Issuance of Endorsements to other National Government Agencies or Local Government Units necessary for the exploration, development, utilization, and commercialization of RE resources, as stipulated in their RE Service/Operating Contracts.

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	RE Developers that are fully compliant with the material obligations stipulated in the RE Contract.			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter Request from the Applicant addressed to REMB the Director (1) Electronic Copy			Applicant / Client	
2. List of NGAs and/or LGUs for Endorsement, prepared using the prescribed template (1) Electronic Copy			Applicant / Client	
Remarks: The template can be downloaded directly at https://evoss.ph//Home/Download/148582 .				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. RE Developer chooses an RE Project from the list in the EVOSS System associated with the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: <i>For Client Step 1:</i> <i>RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for the issuance of endorsement letter/s.</i> <i>For Agency Action 1.1:</i> <i>If the submission is incomplete, the Concerned REMB Division through the EVOSS System notifies the RE Developer to update the submission.</i> <i>Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within</i>	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
	1.2. EVOSS System creates the deliverable and sets the DOE time to start (start of Day 1). Concerned REMB Division prepares the Endorsement Letter/s and endorses to the REMB Director		2 calendar day/s	- SRS; Concerned REMB Division - Chief; Concerned REMB Division



three (3) working days. - If the RE Developer fails to submit the updated documents within thirty (30) calendar days upon receipt of notice, the application will be deemed abandoned. - If the checking of completeness is not acted by the Concerned REMB Division within three (3) working days, the EVOSS System generates a Deemed Complete Certificate and notifies the Concerned REMB Division to process the request.			
For Agency Action 1.2: If not qualified, the concerned REMB Division through the EVOSS System notifies the RE Developer of the disapproval.	1.3. REMB Director acts on the application	2 calendar day/s	Director; Renewable Energy Management Bureau (REMB)
For Agency Action 1.3: If disapproved, the Concerned REMB Division through the	1.4. Concerned REMB Division notifies the applicant on the approval and uploads a copy of the Endorsement Letter/s through the EVOSS System	1 calendar day/s	SRS; Concerned REMB Division



<i>EVOSS System notifies the RE Developer of the disapproval.</i> <i>If the timeframe is exceeded, the EVOSS System notifies the Concerned REMB Division and the RE Developer of the issuance of the Deemed Approved Certificate.</i> <i>For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow</i>				
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>.

Total Processing Time:	Calendar Days: 5 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend



Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



8. REMB-REMB08 Processing of Safety Officers Permit for Renewable Energy Developers

In compliance with Department Circular No. DC2012-11-0009 otherwise known as "Renewable Energy Safety, Health and Environment Rules and Regulations" pursuant to the provisions of Republic Act (RA) No. 9513.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	RE Developer with a valid RE Contract awarded under the RE Act and are currently in Development and Commercial/Operational Stage.
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished and sworn application with emphasis on service record (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau
<i>Remarks:</i> <i>Available thru the EVOSS System Portal Page: https://evoss.ph/Home/Download/4308</i>	
2. Endorsement from the RE Developer (1) Electronic Copy	Applicant / Client
3. 2" X 2" (minimum 600x600 pixels) size pictures (any plain background color; dress code: with collar) taken not less than three (3) months at the time of application (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. Proof of qualification (For New Applicant):	
Sub Situational Requirement/s	
A.a. For duly licensed engineer	
A.a.1. Valid PRC license	



PRC ID License - Professional Regulation Commission				
A.a.2. Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry (1) Original Copy			Applicant / Client	
A.a.3. Basic Occupational Safety and Health (BOSH) Training Certificate (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
A.b. For Degree holder or two years in college				
A.b.1. Diploma or Transcript of Records (1) Electronic Copy			Applicant / Client	
A.b.2. Certificate of Employment showing at least five (5) years actual DOE CITIZEN’S CHARTER 137 experience in occupational safety in the RE industry (1) Electronic Copy			Applicant / Client	
A.b.3. Basic Occupational Safety and Health (BOSH) Training Certificate (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
A.c. For DOLE Safety Practitioner:				
A.c.1. Valid Certificate of Accreditation (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
B. Proof of qualification (For Renewal Applicant):				
Sub Situational Requirement/s				
B.a. None. Please refer only to the Standard Requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/)	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division



Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned.			
For Agency Action 1.1: - If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS	1 working day/s	- SRS; Concerned REMB Division - Chief; Concerned REMB Division - Chief; Accounting Division



of Order of Payment within one (1) working day				
2. Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: - If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned. For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System. 2.3. EVOSS creates the deliverables to Concerned REMB Division and sets DOE time to START (Start of Day 1). Concerned REMB Division then conducts Technical Evaluation	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s 1 working day/s 5 calendar day/s	- Chief; Treasury Division - Chief; Treasury Division - SRS; Concerned REMB Division - Chief; Concerned REMB Division



the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.			
• If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification. For Agency Action 2.4:	2.4. Concerned REMB Division endorses the Application to the REMB Director and REMB Director acts on the application	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
• If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval. • If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed	2.5. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Approved Safety Officer's Permit.	1 calendar day/s	• SRS; Concerned REMB Division



Approved				
Certificate General Remarks EVOSS Act Processing Timelines Advisory • Completeness Check: Agencies have three (3) working days from submission to verify an application's completeness. Failure to act within this period renders the submission deemed complete. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by Rule 9, Section 2 of the EVOSS Act IRR. • Official Processing Time: The main processing timeframe is calculated in calendar days, as stipulated in Section 13 of the EVOSS Act and Rule 9, Section 1 of its IRR. This official clock starts only after an application is accepted or deemed complete. • Deemed Approval: Failure by an agency to act within the prescribed calendar-day timeframe results in the application being deemed approved, per Section 13 of the EVOSS Act and Rule 9, Section 4 of the IRR. • Transactional Steps: Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under Rule 6(b) of the IRR. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
Total Processing Time:		Calendar Days: 11 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 550		

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



9. REMB-REMB09 Revision of Work Program

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request the revision of its Work Program with justification on such revision: Provided, That such revision shall not extend the Pre-Development Stage.

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	RE Developers with valid RE Contracts awarded under the RE Act			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter request with justification from the RE Developer addressed to REMB Director (1) Electronic Copy			Applicant / Client	
2. Revised Work Program following the prescribed template in Annex A of DC2024-06-0018 with Narrative. (1) Electronic Copy			Department of Energy - Renewable Energy Management Bureau	
<i>Remarks:</i> Template Work Program available thru DOE website: https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2024-06-0018				
3. Accomplishment Report vis-à-vis Work Program (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer chooses a RE Project from the list in	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned



EVOSS associated to the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.1: - If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the EVOSS System. - If not acted within 3 working	1.A.2. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for Pre-Development Stage only) Evaluations	5 calendar day/s	REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy Legal Services Division - Director; Legal Services (LS)
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days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. For Agency Action 1.A.3:	1.A.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations, and Concerned REMB Division thru REMB Director, endorses the recommendation to LS	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
• If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. ◦ If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned.	1.A.4. LS concurs on the recommendation of REMB. Concerned REMB Division then endorses the recommendation to the Assistant Secretary	2 calendar day/s	• Chief; Renewable Energy Legal Services Division • Director; Legal Services (LS) • Chief; Concerned REMB Division
For Agency Action 1.A.5: • If disapproved, the Assistant Secretary returns to the concerned REMB Division	1.A.5. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division



for further action.				
For Agency Action 1.A.6:	1.A.6. Undersecretary acts on the recommendation.		2 calendar day/s	Undersecretary; Office of the Undersecretary
If disapproved, the Undersecretary returns to the concerned REMB Division for further action. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	1.A.7. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter		1 calendar day/s	SRS; Concerned REMB Division
*For Applications Determined Not Qualified 1.B.RE Developer submits thru the EVOSS system the rectified application documents within 14 working days Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1.B: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission 1.B.2. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for Pre-Development Stage only) Evaluations	None	3 working day/s 5 calendar day/s	- SRS; Concerned REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy



For Agency Action 1.B.3: - If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned.			Legal Services Division Director; Legal Services (LS)
	1.B.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations, and Concerned REMB Division thru REMB Director, endorses the recommendation to LS	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
For Agency Action 1.B.4: If still not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, FS and LS on the Disapproval of the Application	1.B.4. If not qualified and RE Developer submits the rectified documents, Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy Legal Services Division - Director; Legal Services (LS)
For Agency Action 1.B.6: If disapproved, the Assistant Secretary returns to the	1.B.5. LS concurs on the recommendation of REMB. Concerned	2 calendar day/s	Chief; Renewable Energy



concerned REMB Division for further action. For Agency Action 1.B.7: If disapproved, the Undersecretary returns to the concerned REMB Division for further action. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	REMB Division then endorses the recommendation to the Assistant Secretary		Legal Services Division
	1.B.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Director; Legal Services (LS) - Chief; Renewable Energy Management Bureau (REMB) - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
	1.B.7. Undersecretary acts on the recommendation.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.8. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter	1 calendar day/s	SRS; Concerned REMB Division

General Remarks

EVOSS Act Processing Timelines Advisory

- Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system



established under **Rule 6(b) of the IRR.**

For a detailed guide on this process, please refer to the process flows on the EVOSS website:
<https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	
*For Applications Determined Qualified	Calendar Days: 14 calendar day/s Working Days: 3 working day/s
*For Applications Determined Not Qualified	Calendar Days: 16 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: None
*For Applications Determined Not Qualified	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



10. REMB-REMB10 Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)

The Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC) is a service provided by the Department of Energy (DOE) for Registered Renewable Energy (RE) Developers. Under Section 15(b) of RA 9513 (The Renewable Energy Act of 2008), this certification allows RE developers to import equipment, machinery, and materials for renewable energy projects without paying customs duties and taxes, within the first 10 years of their registration.

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Pursuant to Section 15(b) of RA 9513, Duty-free Importation of RE Machinery, Equipment and Materials - Within the first ten (10) years upon the issuance of a certification of an RE developer, the importation of machinery and equipment, and materials and parts thereof, including control and communication equipment, shall not be subject to tariff duties: <i>Provided, however</i> , That the said machinery, equipment, materials and parts are directly and actually needed and used exclusively in the RE facilities for transformation into energy and delivery of energy to the point of use and covered by shipping documents in the name of the duly registered operator to whom the shipment will be directly delivered by customs authorities: <i>Provided, further</i> , That endorsement of the DOE is obtained before the importation of such machinery, equipment, materials and parts are made.	
Operating Hours:	24/7	
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly Accomplished Form and sworn to by a duly authorized officer of the Applicant before a Notary Public (1) Electronic Copy		Applicant / Client
Remarks: Template form can be downloaded thru this link: https://evoss.ph/Home/Download/163524		
2. Board of Investment (BOI) Certificate of Registration (1) Electronic Copy		Board of Investment - Project Evaluation and Registration Division



3. Pro forma Invoice (1) Electronic Copy			Applicant / Client	
4. Computation of Estimated Duties to be waived (1) Electronic Copy			Applicant / Client	
5. Technical Data Specification (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a RE Project from the list in EVOSS associated to the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: - If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued		1 working day/s	- Chief; Concerned REMB Division - Chief; Accounting Division (AD)



the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the EVOSS System. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	Order of Payment to the Applicant thru EVOSS			
2. Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application Fee: PHP 750 Total: PHP 750	1 working day/s	• Chief; Treasury Division (TD)



For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned.	2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System.	1 working day/s	Chief; Treasury Division (TD)
For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If failed to rectify within two (2) working days, the applicant will receive notification of deemed	2.3. EVOSS creates the deliverables to Concerned REMB Division and sets DOE time to START (Start of Day 1). Concerned REMB Division then conducts Technical Evaluation	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	2.4. LS conducts the evaluation and concurs on the Memorandum to the Undersecretary	5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



abandoned. - If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification. For Agency Action 2.3: - If failed the technical evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval. For Agency Action 2.5: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval. For Agency Action 2.6: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE	2.5. Assistant Secretary acts on the recommendation, and if concurred, Concerned REMB Division endorses the application to the Undersecretary.	3 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	2.6. Undersecretary acts on the recommendation.	3 calendar day/s	Undersecretary; Office of the Undersecretary
	2.7. Concerned REMB Division endorses the COE-DFIC to REMB Director for signature	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)



Developer on the issuance of the Deemed Approved Certificate . For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.8. Concerned REMB Division notifies thru EVOSS the RE Developer on the approval and uploads a copy of the approved COE-DFIC		1 calendar day/s	SRS; Concerned REMB Division
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	Calendar Days: 22 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 750

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management	Solar Energy Management Division (SEMD)	



Office Groups and Divisions					
			Division (HOEMD)		



11. REMB-REMB11 Assignment / Transfer of Renewable Energy Service/Operating Contract

The RE Developer may assign all of its rights and obligations under the RE Contract to an entity that has the legal, technical, and financial qualifications to undertake the RE project, subject to prior written approval of the DOE.

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Registered RE Developer	
Operating Hours:	24/7	
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter addressed to the REMB Director (1) Electronic Copy		Applicant / Client
2. Notarized Deed of Assignment (1) Electronic Copy		Applicant / Client
3. Latest General Information Sheet (GIS) of the Assignee and Assignor, stamped “Received” by the SEC (1) Electronic Copy		Securities and Exchange Commission - Electronic Records Management Division (ERMD)
4. Assignee’s Valid Business Permit; (1) Electronic Copy		City/Municipal Government - City/Municipal Mayor's Office
5. Assignee’s corporate structure and name of officers (1) Electronic Copy		Applicant / Client
6. Assignee’s List of Technical Consultants (1) Electronic Copy		Applicant / Client
7. Assignee’s Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE (1) Electronic Copy		Applicant / Client
8. Accomplishment Report of the Assignor vis-à-vis work and financial commitments under the approved Work		Applicant / Client



Program/Plan (1) Electronic Copy				
9. Assignee’s Financial Documents (1) Electronic Copy		Applicant / Client		
Sub Requirement				
9.A. Audited Financial Statement for the last two (2) years				
9.B. Current Unaudited Financial Statement				
9.C. Current Bank Certificate				
9.D. Projected Cash Flow Statement for 2 years				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned.	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
For Agency Action 1.1: If the submission is complete, Concerned REMB Division	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue		1 working day/s	- Chief; Concerned REMB Division - Chief; Accounting



thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days. • If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day	an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS			Division (AD)
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*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agency Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4350 Total: PHP 4350	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance



payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within fourteen (10) calendar days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned			e Division (RERCD) • Director; Financial Services (FS)
	2.A.4. Concerned REMB Division consolidates all the evaluation results, recommends to the	2 calendar day/s	• Chief; Concerned REMB Division



d Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the fourteen (14) calendar days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to	REMB Director for further action, and endorses thru REMB Director the recommendation for approval of LS			• Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)
	2.A.5. LS Concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter. Concerned REMB Division shall then endorse the application to the Assistant Secretary.		2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS) • Chief; Concerned REMB Division



proceed with the re-evaluation because the Applicant already consumed the fourteen (14) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the fourteen (14) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days). For Agency Action 2.A.6: • If not concurred, Concerned REMB Division thru EVOSS notifies the RE				
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division • Assistant Secretary ; Office of the Assistant Secretary	
	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	• Chief ; Concerned REMB Division • Undersecretary ; Office of the Undersecretary	



Developer, LS, and FS on the disapproval of the assignment of RE Contract. For Agency Action 2.A.7: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract. For Agency Action 2.A.8: - If not approved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	2.A.8. The Secretary acts on the recommendation.	7 calendar day/s	• Secretary; Office of the Secretary	
	2.A.9. Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.	2 calendar day/s	• SRS; Concerned REMB Division	



*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within fourteen (14) calendar days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within	2.B.1. If Payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4350 Total: PHP 4350	1 calendar day/s	• Chief ; Treasury Division (TD)
	2.B.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief ; Treasury Division (TD)
	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.			
• If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.B.4: • If not qualified, the Concerned Units notifies the Applicant to submit within fourteen (14) calendar days.	2.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
◦ If the Applicant uploads the rectified	2.B.5. EVOSS resumes the timeline for the DOE; Concerned REMB Division, LS and FS conduct simultaneous	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable



document s within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the fourteen (14) calendar days,	Technical, Legal, and Financial re-evaluations		Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
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	EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the fourteen (14) calendar days. o If the submission is incomplete and the Applicant does not consumed the fourteen (14) calendar days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (14-	2.B.6. Concerned REMB Division consolidates all the re-evaluation results, recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
		2.B.7. LS Concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)
		2.B.8. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the	2 calendar day/s	• Chief ; Concerned REMB Division • Assistant Secretary;



x working days) For Agency Action 2.B.6: If still not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	recommendation to the Undersecretary.		Office of the Assistant Secretary
For Agency Action 2.B.8: If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	2.B.9. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	- Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
For Agency Action 2.B.9: If not approved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	2.B.10. The Secretary acts on the recommendation.	7 calendar day/s	Secretary; Office of the Secretary
If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed	2.B.11. Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.	2 calendar day/s	SRS; Concerned REMB Division



Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	
*For Application Determined Qualified	Calendar Days: 24 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 32 calendar day/s Working Days: 5 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: PHP 4350
*For Application Determined Not Qualified	Total Standard Fee: PHP 4350

Office Legend

Office Groups and Divisions
Concerned REMB Division



Office Groups and Divisions					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



12. REMB-REMB12 Request for Reconsideration of RE Contract

An RE Developer whose RE Contract was terminated may request for the reconsideration of the same.

Office or Division:	Renewable Energy Management Bureau (REMB)										
Classification:	Highly Technical										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	As per Section 79 of Department Circular No. DC2024-06-0018, RE Developers whose RE Contract was terminated may file a request for reconsideration within ten (10) working days from the receipt of notice.										
Operating Hours:	24/7										
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects										
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i> </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy	Applicant / Client	2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy	Applicant / Client										
2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy	Applicant / Client										
<i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i>											



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses an RE Project from the List in EVOSS associated to the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Agency Action 1.1: - If submission is incomplete, the concerned REMB Division notifies the RE Developer of the incomplete submission. - Upon resubmission, the concerned REMB Division checks the completeness and consistency of the submission within three (3) working days. - If submission is still incomplete, the concerned REMB Division notifies the RE Developer on	1.1. Concerned REMB Division checks the completeness and consistency of the submission 1.2. Concerned REMB Division, LS, and FS conduct simultaneous Technical, Legal, and Financial Evaluations, respectively.	None	3 working day/s 10 calendar day/s	- Science Research Specialist (SRS); Concerned REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS)



the cancellation of application due to incomplete submission. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. - If not acted by the concerned REMB Division within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify the concerned REMB Division, Legal Services (LS) and Financial Services (FS) to conduct evaluations. For Agency Action 1.3: - If not qualified, the concerned REMB Division notifies the applicant, LS, and FS on the disapproval of application. For Agency Actions 1.5 to 1.7: - If disapproved, the concerned REMB Division			
	1.3. Concerned REMB Division consolidates all the evaluation results and endorses, through the REMB Director, the recommendation to LS for concurrence	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.4. LS concurs on the recommendation and endorses the recommendation to the Assistant Secretary	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.5. Assistant Secretary acts on the recommendation, and if concurred, the concerned REMB Division endorses the recommendation to the Undersecretary	3 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
	1.6. Undersecretary acts on the recommendation, and	3 calendar day/s	Undersecretary; Office of



notifies the applicant, LS, and FS on the Disapproval of the Application. If the processing of the application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division and applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	if concurred, the concerned REMB Division endorses the recommendation to the Secretary			the Undersecretary • Chief; Concerned REMB Division
	1.7. The Secretary acts on the recommendation		5 calendar day/s	• Secretary; Office of the Secretary
	1.8. The concerned REMB Division notifies the applicant, LS and FS on the approval and uploads a copy of the Letter approving the RE Contract Reinstatement		2 calendar day/s	• SRS; Concerned REMB Division

General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act and Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act and Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:

Calendar Days: 31 calendar day/s



	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



13. REMB-REMB13 Pre-Application Process for RE Contract Application

An applicant shall submit the written notice or document submitted by a Person to the DOE, indicating interest in the exploration, development, utilization, and commercialization of RE Resources.

Office or Division:	Renewable Energy Management Bureau (REMB)												
Classification:	Highly Technical												
Type of Transaction:	G2B (Government to Business)												
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the Department Circular No. DC2024-06-0018.												
Operating Hours:	24/7												
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects												
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms </td></tr> <tr> <td>2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms		2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE												
For Standard Requirement													
1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy	Applicant / Client												
<i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms													
2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy	Applicant / Client												
<i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.													



Reminder: The required geographic coordinates system is PRS'92. Locations from Google Earth have a different coordinate system.

List of Templates and Sample Maps found in DC2024-06-0018 (for reference)

- Annex N.1 - TD_FORM.xls
- Annex N.2 - Sample Map 1 – Blocking
- Annex N.3 - Sample Map 2 – Non-Blocking
- Annex N.4 - Sample Map 3 – Hydro Power Project

Sub Requirement

2.A. Location/Sketch map* of the project area/site

2.A.1. Location/Sketch map* of the project area/site
(1) Electronic Copy

Applicant / Client

Remarks:

It must show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).

2.B. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer

2.B.1. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer

Professional Regulation Commission - Licensure and Registration Division - Registration Section

Remarks:

Validity should cover the date of map preparation.

2.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)

2.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)
(1) Electronic Copy

Applicant / Client

Remarks:

It must contain the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).

For Situational Requirement

A. If applicant opts to avail of the Certificate of Authority (COA)

A.1. List of all permits and activities to be procured/
conducted during the validity of COA

Applicant / Client



(1) Electronic Copy

Remarks:

It should follow the prescribed template provided under the Department Circular No. DC2024-06-0018:

- Annex A.1 – Biomass
- Annex B.1 – Waste-to-Energy
- Annex C.1 – Geothermal
- Annex D.1 – Solar (Land-Based)
- Annex E.1 – Solar (Floating)
- Annex F.1 – Hydro
- Annex G.1 – Ocean
- Annex H.1 – Onshore Wind
- Annex I.1 – Offshore Wind

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete set of documentary requirements and have the option to watch an AVP recording that provides an orientation to the Pre-Application Process. Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • For applicants with no account in the EVOSS System, request should be made through the concerned REMB Division. For Agency Action 1.1:	1.1. ITMS-ISD checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Information Services Division (ISD)
	1.2. ITMS-ISD verify the area and uploads the Area Verification Results (for DOE View only)		18 calendar day/s	• Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS) • Chief; Concerned



If submission is incomplete, ITMS-ISD thru EVOSS notifies the Applicant on the Cancellation of the application and option to re-apply. For Agency Action 1.2:				REMB Division
If the result of the Area Verification Result is not compliant, EVOSS System notifies the Applicant and Concerned REMB Division on the cancellation of the request due to non-compliance on the mapping requirements and option to re-apply For Agency Action 1.4:	1.3. If compliant, Concerned REMB Division evaluates the area verification results and Asst. Dir. prepares the Notice.	4 calendar day/s		- Chief; Concerned REMB Division - Assistant Director; Renewable Energy Management Bureau (REMB)
If area is overlap with another resource, Concerned REMB Division uploads the Verification results If the processing of application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division, ITMS-ISD, and	1.4. If open for application, Concerned REMB Division uploads the Notice to Apply and Area Verification Map, and EVOSS System then notifies the Applicant and ITMS – ISD of the Notice to Apply / Area Verification Results.	1 calendar day/s		SRS; Concerned REMB Division



applicant on the issuance of the Deemed Approved Certificate				
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have three (3) working days from submission to verify an application's completeness. Failure to act within this period renders the submission deemed complete. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by Rule 9, Section 2 of the EVOSS Act IRR.
- **Official Processing Time:** The main processing timeframe is calculated in calendar days, as stipulated in Section 13 of the EVOSS Act and Rule 9, Section 1 of its IRR. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being deemed approved, per Section 13 of the EVOSS Act and Rule 9, Section 4 of the IRR.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under Rule 6(b) of the IRR.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	Calendar Days: 23 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



14. REMB-REMB14 Transition from Pre-Development to Development Stage

The RE Service Contract shall transition from the Pre-Development Stage to Development/Commercial Stage only after issuance by the DOE of a Certificate of Confirmation of Commerciality (COCOC).

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Renewable Energy (Hydro, Ocean, Geothermal, Solar*, and Wind) Developers with valid Service Contracts. *Solar projects that are covered by a valid Solar Energy Service Contracts and awarded in accordance with the old guidelines.
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Declaration of Commerciality (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> The letter should indicate the capacity of the project in megawatt (MW) and megawatt peak (MWP) if solar.	
2. Gantt Chart of the initial 5-Year Work Plan with Narrative (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> The Narrative should follow an approved template (Annex I-1 of the DC2024-06-0018), which can be accessed at: https://legacy.doe.gov.ph/laws-and-issuances/departments-circular-no-dc2024-06-0018	
3. Map of the Production Area in acceptable ITMS format (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



The mapping requirements should follow the prescribed format under Annex N of Department Circular No. DC2024-06-0018.

NOTES:

- **Project Area/Site** – an RE project area/site subject to Area Verification.
- **Location/Sketch Map*** - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.
- **TD_Form.xls*** - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.
- **Computation of Area** - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.

Reminder:

- The required geographic coordinates system is **PRS'92**.
- Locations from Google Earth have a different coordinate system.

List of Templates and Sample Maps (for reference) under DC2024-06-0018:

- Annex N.1 - TD_FORM.xls
- Annex N.2 - Sample Map 1 – Blocking
- Annex N.3 - Sample Map 2 – Non-Blocking
- Annex N.4 - Sample Map 3 – Hydro Power Project

Sub Requirement

3.A. Location/Sketch map* of the Production Area

3.A.1. Location/Sketch map* of the Production Area
(1) Electronic Copy

Applicant / Client

Remarks:

It is required to show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).

3.B. Photocopy of PRC Card & Professional Tax Receipt of the Geodetic Engineer

3.B.1. Photocopy of PRC Card & Professional Tax Receipt of the Geodetic Engineer

Professional Identification Card (PIC) or PRC license - Professional Regulation Commission (PRC)

Remarks:



Validity should cover the date of map preparation	
3.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)	
3.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking) (1) Electronic Copy	Applicant / Client
Remarks: It should containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).	
4. Feasibility Study (1) Electronic Copy	Applicant / Client
Remarks: The feasibility study should cover the following minimum activities: 1. Market Study – must identify assumptions used in a target market/s (e.g. as merchant plant, with Power Purchase Agreement, or in spot market). 2. Technical Study – with the following supporting documentary requirements: ◦ Resource Assessment Report with raw and processed data; ◦ Final layout, single line diagram, general specifications and annual energy production (AEP) of the project; ◦ Geotechnical Study Report; ◦ System/Distribution Impact Study Report; and ◦ Detailed Engineering Design of the Project, if applicable. 3. Management Study – containing strategies of development and construction of the project including the entities who will be involved as EPC Contractor, Owner's Engineer and O & M Contractor covered by Agreements/Contracts, if applicable. 4. Certified true copy of acquired applicable permits, licenses, agreements, endorsements and clearances. 5. Financial/Economic Study – on the results of analysis and interpretation of the viability of the project under the Base Case scenario (P50 or higher) and sensitivity analysis. Supporting documents: 1. Financial model/s; and 2. Proof of Financial Closing	
For Situational Requirement	
A. 4. Proof of ownership or possessory rights over the Production Area, or, subject to the approval of DOE, Duly Accomplished and Sworn Affidavit of Acquisition of Possessory Rights:	
Sub Situational Requirement/s	
A.a. For private lands, in the order of precedence, any of the following documents may be submitted:	



A.a.1. Certificates of title to the real properties in the name of the RE Developer (1) Electronic Copy	Applicant / Client
A.a.2. Contracts, deeds, agreements and the like that unconditionally grant the RE Developer ownership or right to possess the real properties for purposes of construction, installation, maintenance and operation of the RE project thereon (1) Electronic Copy	Applicant / Client
A.a.3. Contracts, deeds, agreements, and the like that unconditionally grant the RE Developer an exclusive option to acquire the ownership or the right to possess the real properties: Provided, That the right to construct, install, maintain and operate the RE project thereon is vested unto the RE Developer. (1) Electronic Copy	Applicant / Client
A.a.4. If the acceptable proof of ownership or possessory rights are not available and the Production Area is not subject of a conflicting claim, the RE Developer shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in Annex "L-3" (Template Affidavit of Acquired Possessory Rights over Private Lands) of DC2024-06-0018; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Developer.</i>	
A.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
A.b.1. i. Permits and clearances issued in favor of the RE Developer by a government agency or instrumentality that has jurisdiction over the Production Area authorizing the use of such Production Area for the RE Project (1) Electronic Copy	Applicant / Client
A.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award (1) Electronic Copy	Applicant / Client
A.b.3. If the acceptable proof of ownership or possessory rights are not available and the Production Area is not subject of a conflicting claim, the RE Developer shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



1. *Affidavit of Acquired Possessory Rights* executed strictly in accordance with the template provided in Annex “L-4” (*Template Affidavit of Acquired Possessory Rights over Public Lands*) of DC2024-06-0018; and
2. *Board Resolution* authorizing the affiant to execute the instrument on behalf of the RE Developer.

A.c. Supporting Documents to the acceptable proof of ownership or possessory rights

A.c.1. Board Resolution or Secretary’s Certificate of the RE Developer and:
(1) Electronic Copy

Applicant / Client

Remarks:

1. *if the registered owner of the real property is a corporation, Board Resolution or Secretary’s Certificate issued by such corporation; or*
2. *if the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner’s representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

A.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like;
(1) Electronic Copy

Applicant / Client

A.c.3. Three (3) specimen signature of the said signatories (with exceptions under Sections 9.10.5.3 and 27.10.5.3 of DC2024-06-0018).
(1) Electronic Copy

Applicant / Client

A.d. Scanned copy of the sworn statement of RE Developer’s authorized representative, detailing the proof of ownership or possessory rights, including:

A.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates
(1) Electronic Copy

Applicant / Client

A.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor and lessee, and the like
(1) Electronic Copy

Applicant / Client

A.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

A.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes

Applicant / Client



effective (1) Electronic Copy	
A.d.5. Notarization date of the above documents (1) Electronic Copy	Applicant / Client
A.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>RE Developer's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Developer; and</i> <i>Confirmation that the contract, deed, agreement, etc., was executed by persons with the right to dispose of the ownership or possession of the real properties.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Application Determined Qualified 1.A.RE Developer submits through the EVOSS System the complete documentary requirements Location: EVOSS System (evoss.ph) Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice,	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	SRS; Concerned REMB Division
	1.A.2. Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.		7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal



application will be deemed abandoned. For Agency Action 1.A.1: - If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.			Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
	1.A.3. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the application; and ITMS prepares the Production Area Map	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
For Agency Action 1.A.3: If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its	1.A.4. Concerned REMB Division endorses the recommendation of award to LS for concurrence	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)



non-compliances and requires rectification of the submission within thirty (30) calendar days. For Agency Actions 1.A.5 and 1.A.6: If the Assistant Secretary and/or the Undersecretary did not concur, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval.			- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS)
For Agency Action 1.A.7: If the Secretary disapproved the application, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval.	1.A.5. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	- Chief; Concerned REMB Division - Assistant Secretary; Office of the Assistant Secretary
	1.A.6. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division endorses the application to the Secretary for consideration	2 calendar day/s	- Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.	1.A.7. The Secretary acts on the recommendation, if approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC).	7 calendar day/s	Secretary; Office of the Secretary
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.gov.sg	1.A.8. Concerned REMB Division uploads the signed letter and COCOC and informs the applicant to pick-up the said documents.	2 calendar day/s	SRS; Concerned REMB Division



ph/Home/ProcessFlow For Application Determined Not Qualified 1.B.RE Developer submits thru the EVOSS system the rectified application documents Location: EVOSS System (evoss.ph) Notes/Instruction: For Client Step 1: - If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned For Agency Action 1.B.1: - If submission is incomplete, REMB notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	SRS; Concerned REMB Division
	1.B.2. Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.		7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
	1.B.3. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the application; and ITMS prepares the Production Area Map		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Information



EVOSS System. If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.			Services Division (ISD) Director; Information Technology and Management Services (ITMS)
For Agency Action 1.B.3: If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its non-compliances and requires rectification of the submission within thirty (30) calendar days.	1.B.4. If not qualified and Applicant rectifies its submission, Concerned REMB Division, LS and ITMS on the submission and start the conduct of the evaluation/s.	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
For Agency Action 1.B.5: If still not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval of its application.	1.B.5. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management
For Agency Actions 1.B.5 and 1.B.6: If the Assistant Secretary			



and/or the Undersecretary did not concur, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval. For Agency Action 1.B.7: If the Secretary disapproved the application, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	application; and ITMS prepares the Production Area Map 1.B.6. Concerned REMB Division endorses the recommendation of award to LS for concurrence 1.B.7. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary 1.B.8. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division endorses the application to the Secretary for consideration	2 calendar day/s 2 calendar day/s 2 calendar day/s	nt Bureau (REMB) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS) - Chief; Concerned REMB Division - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Concerned REMB Division - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
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	1.B.9. The Secretary acts on the recommendation, if approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC).		7 calendar day/s	Secretary; Office of the Secretary
	1.B.10. Concerned REMB Division uploads the signed letter and COCOC and informs the applicant to pick-up the said documents.		2 calendar day/s	SRS; Concerned REMB Division

General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	
*For Application Determined Qualified	Calendar Days: 24 calendar day/s Working Days: 3 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: None
*For Application Determined Not Qualified	Total Standard Fee: None



Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



15. REMB-REMB15 Issuance of Endorsement to Purchase/Transfer/Move Explosives

The interagency cooperation between the DOE and PNP for the purchase/transfer/move explosives in line with the government's exploration and development program under the Renewable Energy Act of 2008 (RA 9513)

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Registered RE Developer			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request (1) Electronic Copy			Applicant / Client	
2. Endorsement from Local and Regional or National PNP (Destination) (1) Electronic Copy			Philippine National Police - Firearms and Explosives Office	
3. Inventory of Blasting Magazine (1) Electronic Copy			Applicant / Client	
4. Contract between Blasting Contractor and RE Developer (1) Electronic Copy			Applicant / Client	
5. Blasting Scheme/Design (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a RE Project from the list in EVOSS associated to the company and submits the complete	1.1. GEMD/HOEMD checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Geothermal Energy



set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Agency Action 1.1: - If the submission is incomplete, GEMD/HOEMD through the EVOSS System notifies the applicant to update the submission. - Upon resubmission, the concerned REMB Division checks the completeness and consistency of the submission within three (3) working days.			Management Division (GEMD) SRS; Hydropower and Ocean Energy Management Division
- If the submission is still incomplete, GEMD/HOEMD notifies the RE Developer on the cancellation of application due to incomplete submission. - If the applicant failed to submit the updated documents within thirty (30)	1.2. GEMD/HOEMD generates a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS	1 working day/s	- Chief; Geothermal Energy Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division - Chief; Accounting



calendar days upon receipt of notice, application will be deemed abandoned. If not acted by the agency within three (3) working days, the EVOSS System generates a Deemed Complete Certificate and notifies the GEMD/HOEMD to generate a Billing Statement. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				Division (AD)
2. RE Developer pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: If failure to pay within five (5) working days, the RE	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System. 2.3. If payment is valid, EVOSS creates the deliverables and	Standard Fees Breakdown: Application Fee: PHP 750 Total: PHP 750	1 working day/s 1 working day/s 3 calendar day/s	- Chief; Treasury Division (TD) - Chief; Treasury Division (TD) - Chief; Geothermal Energy



Developer will receive notification of deemed abandoned. For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. - If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification.	sets DOE time to start (Day 1). GEMD/HOEMD then conducts Technical Evaluation. If qualified, concerned REMB Division notifies the Legal Services (LS) to proceed with the evaluation.			Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division - Director; Renewable Energy Management Bureau (REMB)
	2.4. The Legal Services conducts legal evaluation. If passed the legal evaluation, LS endorses the application to concerned REMB Division for further processing.		4 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Geothermal Energy Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division



For Agency Action 2.2: - If not qualified, GEMD/HOEMD notifies the RE Developer of the disapproval. For Agency Action 2.3: - If failed the legal evaluation, GEMD/HOEMD notifies the RE Developer and LS of the disapproval. For Agency Action 2.5: - If disapproved, GEMD/HOEMD notifies the RE Developer and LS of the disapproval. If exceeded the timeframe, EVOSS System notifies GEMD/HOEMD, LS, and RE Developer on the issuance of the Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.5. REMB Director acts on the application 2.6. If approved, concerned REMB Division notifies the RE Developer on the approval and upload a copy of the approved Endorsement Letter		3 calendar day/s 1 calendar day/s	- Director; Renewable Energy Management Bureau (REMB) - SRS; Geothermal Energy Management Division (GEMD) - SRS; Hydropower and Ocean Energy Management Division
General Remarks EVOSS Act Processing Timelines Advisory				



- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	Calendar Days: 11 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 750



Geothermal Energy Management Division (GEMD)

External Services



1. REMB-GEMD01 Notice of Intention to Drill

In compliance with the reportorial requirements of the Department of Energy for projects registered under R.A. No. 9513, the Notice of Intention to Drill shall be submitted for the Department's evaluation and approval prior to their drilling activities.

Office or Division:	Geothermal Energy Management Division (GEMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Geothermal Renewable Energy Developers			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter Request (1) Electronic Copy			Applicant / Client	
2. Drilling Prognosis/ Drilling Timeline (1) Electronic Copy			Applicant / Client	
3. Drilling Objective, Drilling Program and Drilling Summary, Geologic Information, Well Location, Well Data/Profile (1) Electronic Copy			Applicant / Client	
4. Accomplished NID Form (1) Electronic Copy			Department of Energy - Renewable Energy Management Bureau	
<i>Remarks:</i> <i>Available thru the EVOSS System Portal Page: https://evoss.ph/Home/Download/62862</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a Geothermal Project from the List in	1.1. REMB-GEMD checks the completeness and	None	3 working day/s	Science Research Specialist (SRS);



EVOSS associated to the Company, and submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: - If submission is incomplete, REMB-GEMD notifies the applicant through the EVOSS System for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application through the	consistency of the submission 1.2. EVOSS creates the deliverable and sets DOE time to START (Day 1). REMB-GEMD conducts Technical Evaluation. REMB-GEMD then endorses to REMB Director for Approval		6 calendar day/s	Geothermal Energy Management Division (GEMD) - SRS; Geothermal Energy Management Division (GEMD) - Chief; Geothermal Energy Management Division (GEMD)
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EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation. For Agency Action 1.3: - If not qualified, REMB-GEMD thru EVOSS notifies the RE Developer of the disapproval. - If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	1.3. REMB Director acts on the Application		3 calendar day/s	Director; Renewable Energy Management Bureau (REMB)
	1.4. REMB-GEMD uploads thru the EVOSS a copy of the Approved Application		1 calendar day/s	SRS; Geothermal Energy Management Division (GEMD)
General Remarks EVOSS Act Processing Timelines Advisory Completeness Check: Agencies have three (3) working days from submission to verify an application's completeness. Failure to act within this period renders the submission deemed complete. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by Rule 9, Section 2 of the EVOSS Act IRR.				



- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	Calendar Days: 10 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



Biomass Energy Management Division (BEMD)

External Services



1. REMB-BEMD02 Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) prior to commercial operations as per Chapter III Section 3 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Republic Act No. 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
3. Rated production capacity in million liters per year (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
4. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced. (Inspection / Evaluation Report and Laboratory Result) (1) Original Copy Or (1) Electronic Copy	Department of Energy - - Renewable Energy Management Bureau - Biomass Energy Management Division	
<i>Remarks:</i> <i>BEMD conducts onsite validation/ inspection and biofuel product sampling.</i>		
5. Product compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy	DOE-Energy Research and Testing Laboratory Services - DOE-Energy Research and Testing Laboratory Services	
6. Program of Quality Management System (QMS) (1) Original Copy Or (1) Electronic Copy	Applicant / Client	



7. Distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
8. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable - Environmental Compliance Certificate (1) Original Copy Or (1) Electronic Copy			Concerned LGU - SRA for bioethanol production - PCA for biodiesel production - Department of Environment and Natural Resources (DENR) - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For For Applications Determined Qualified 1.A. Applicant submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.A.4:</i> If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned. <i>For Client Step 1.A.5:</i>	1.A.1. BEMD checks the completeness and consistency of the submission	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.2. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Accounting Division (AD)
	1.A.3. Once has been made, BEMD validates the proof of payment and BEMD notifies the Applicant		1 working day/s	Science Research Specialist; Biomass Energy



<i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.7:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	that and payment has been validated.		Management Division (BEMD)
	1.A.4. LS conducts Legal evaluation	3 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Science Research Specialist; Legal Services (LS) - Chief; Legal Services (LS)
	1.A.5. If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.6. Applicant sets and coordinates with BEMD for the onsite validation/inspection	1 calendar day/s	Science Research Specialist; Biomass



	and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.		Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD conducts onsite validation/ inspection and biofuel product sampling.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.8. Applicant submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.9. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the	1 calendar day/s	• Science Research Specialist; Biomass Energy



	results of laboratory analysis.		Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.11. If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.12. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)



	1.A.13. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.A.14. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.15. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD)



	Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Secretary.		• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Undersecretary ; Office of the Undersecretary
	1.A.16. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD notifies the Applicant of the approved Certificate of Accreditation (COA) (for Commercial Operations).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
	1.A.17. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass



				Energy Management Division (BEMD)
	1.A.18. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.		1 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.19. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Commercial Operations).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.20. BEMD acts on the submitted document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Commercial Operations). Applicant picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations).		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Applicant resubmits the updated documentary requirements	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management



Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.B.1-2:</i> <i>If the re-submission is incomplete, BEMD thru EVOSS notifies the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i>		Total: PHP 9200		nt Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 calendar day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i> <i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of</i>			Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Chief; Legal Services (LS) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Legal Services (LS) - Director; Legal Services (LS)
	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management



<i>deemed abandoned.</i>			nt Division (BEMD)
<i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.10:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.20:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Biomass Energy Management Division (BEMD)
	1.B.11. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)



**In the case that the application is not approved, a disqualification letter will be issued.	1.B.13. BEMD prepares Validation Report and Recommendation of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Amendment of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Chief; Legal Services (LS) • Director; Legal Services (LS)



	1.B.16. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Undersecretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Assistant Secretary ; Office of the Assistant Secretary
	1.B.17. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Secretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Undersecretary; Office of the Undersecretary
	1.B.18. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (for	7 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Secretary; Office of the Secretary



	Commercial Operations).		
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). If not acceptable BEMD notifies the RE Developer of the incomplete submission.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). RE Developer picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations). If not acceptable, BEMD	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



	notifies the RE Developer on the disqualification (End of Process).			
Total Processing Time:				
*For For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 20 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 35 calendar day/s Working Days: 26 working day/s		
Total Processing Fee:				
*For For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 9200		



2. REMB-BEMD03 Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

The Certificate of Accreditation may be renewed every five (5) years pursuant to Chapter III Section 3.1 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Republic Act No. 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
2. Letter of Intent to renew the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
3. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (e.g. Inspection / Evaluation Report sample-taking of the biofuels produced) (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD	
4. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Energy Research and Testing Laboratory Services	
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy	Bureau of Internal Revenue (BIR) - Concerned Revenue District Office	
6. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
7. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) or Philippine	- Concerned LGU - SRA for bioethanol production - PCA	



Coconut Authority (PCA) Registration, as applicable (1) Original Copy Or (1) Electronic Copy			for biodiesel production - Concerned Division	
8. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
9. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.A.4:</i> - If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned. <i>For Client Step 1.A.5:</i> - If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Records Management Division (RMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury



<i>For Client Step 1.A.7:</i> • <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> • <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	1.A.4. BEMD notifies the Applicant that the payment has been validated (Start of Day 1). Legal Services (LS) conducts Legal evaluation.	3 calendar day/s	Division (TD) • Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.A.5. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)



	1.A.7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. BEMD evaluates the results of laboratory analysis. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



			nt Division (BEMD)
			• Director; Renewable Energy Management Bureau (REMB)
	1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.12. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Director; Legal Services (LS)



			• Chief; Renewable Energy Legal Services Division (RELSD)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management



		nt Bureau (REMB)
		• Undersecretary; Office of the Undersecretary
1.A.15. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (Renewal).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
1.A.16. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
1.A.17. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted	1 working day/s	• Science Research Specialist; Biomass Energy



	document within one (1) working day.			Management Division (BEMD) Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD notifies the RE Developer on the release of the Approve Certificate of Accreditation (COA) (Renewal). RE Developer picks-up the signed Certificate of Accreditation (COA) (Renewal).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.B.1-2:</i> If the re-submission is incomplete, BEMD thru EVOSS notifies	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one		5 working day/s	Science Research Specialist;



<i>the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i> <i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant</i>	(1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		Biomass Energy Management Division (BEMD) Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Science Research Specialist; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Renewable Energy Manageme



<i>will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i>	biofuel virtual biofuel product sampling.		nt Bureau (REMB)
	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
<i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
<i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>			



<i>For Client Step 1.B.10:</i> • RE Developer submits the monitoring form and certificate of completion of activity <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.20:</i> • Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	1.B.11. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.13. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA)	2 calendar day/s	• Science Research Specialist; Biomass Energy Management



	(Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS.		nt Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.16. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Assistant Secretary ; Office of the Assistant Secretary
	1.B.17. Undersecretary acts on the Recommended	2 calendar day/s	• Science Research Specialist; Biomass



	Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.		Energy Management Division (BEMD) • Undersecretary; Office of the Undersecretary
	1.B.18. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (Renewal).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Secretary; Office of the Secretary
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	• Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved	1 working day/s	• Chief; Biomass Energy Management



	Amendment of Certificate of Accreditation (COA). If not acceptable BEMD notifies the RE Developer of the incomplete submission.			nt Division (BEMD)
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA). If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 22 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 29 calendar day/s Working Days: 32 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		



*For Applications Determined Not Qualified	Total Standard Fee: PHP 9200
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3. REMB-BEMD04 Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)

The Certificate of Accreditation may be amended (increase or decrease of production capacity; change in the process flow technology or feedstock to be used for the biofuel production; and change in the ownership of the biofuel production project) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	A duly accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
3. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division	
4. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Energy Research and Testing Laboratory Services	
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Certified True Copy Or (1) Electronic Copy And (1) Certified True Copy	Bureau of Internal Revenue - Concerned Revenue District Office	
6. Updated distribution networks and authorized distributors, if any	Applicant / Client	



(1) Original Copy Or (1) Electronic Copy				
7. Updated local government licenses and permits (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned LGU		
8. Corresponding material and energy balance diagram and computations (if increase of capacity due to optimization of capacity) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
9. Corresponding amended Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock) (1) Original Copy Or (1) Electronic Copy		Sugar Regulatory Administration or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock) - Concerned Division		
10. Technical Study (if change in the process flow technology) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
11. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
12. Proof of Payment of filing fees (1) Original Copy And (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.A.4:</i> If failure to pay within five (5) working days,	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.5:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.7:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1). Legal Services (LS) conducts Legal evaluation.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.5. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



	1.A.7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	• Director ; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. BEMD evaluates the results of laboratory analysis. BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



			nt Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.12. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal



			Services Division (RELSD)
			• Director; Legal Services (LS)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Manage



			nt Bureau (REMB) • Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
	1.A.16. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.17. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted	1 working day/s	• Science Research Specialist; Biomass Energy



	document within one (1) working day.			Management Division (BEMD) Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD notifies the RE Developer on the release of the Approve Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.B.1-2:</i> If the re-submission is incomplete, BEMD thru EVOSS notifies	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one		5 working day/s	Science Research Specialist;



<i>the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i> <i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant</i>	(1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		Biomass Energy Management Division (BEMD) Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



<i>will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i> <i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
	1.B.11. ERTLS conducts laboratory analysis of biofuel	12 working day/s	Director; Energy Research



For Client Step 1.B.10: RE Developer submits the monitoring form and certificate of completion of activity Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.	product sample within twelve (12) working days.		and Testing Laboratory Services (ERTLS)
For Client Step 1.A.20: Applicant submits the duly signed and notarized Annex A Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned. **In the case that the application is not approved, a disqualification letter will be issued.	1.B.13. BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the	2 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass



	Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.		Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.16. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Undersecretary.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Biomass Energy Management Division (BEMD)
	1.B.17. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA)	2 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; Biomass



	of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.		Energy Management Division (BEMD)
	1.B.18. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).	7 calendar day/s	- Secretary; Office of the Secretary - Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). If not acceptable	1 working day/s	Chief; Biomass Energy Management Division (BEMD)



	BEMD notifies the RE Developer of the incomplete submission.			
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA). If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 22 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 31 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 9200		



4. REMB-BEMD05 Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Company Name/Ownership)

The Certificate of Accreditation may be amended (change in the company name and/or ownership of the biofuel production project) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	A duly-accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities
Operating Hours:	7:00 AM - 4:00 PM
Statute:	RA 9367
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy	BIR - Concerned Revenue District Office
4. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy	Applicant / Client
5. Certified true copy of Certificate of Registration with the Securities and Exchange Commission (SEC) (1) Certified True Copy Or (1) Electronic Copy	SEC - Concerned Division
6. Business Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division
7. Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration (1) Original Copy Or (1) Electronic Copy	SRA or PCA - Concerned Division
<i>Remarks:</i>	



SRA if bioethanol and PCA if biodiesel.

8. Bureau of Internal Revenue (BIR) Registration (1) Original Copy Or (1) Electronic Copy	BIR - Concerned Division
9. Environmental Compliance Certificate (1) Original Copy Or (1) Electronic Copy	DENR - Concerned Division
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy	Applicant / Client
11. Deed of Assignment/Absolute Sale/Written Document which unequivocally shows the agreement of the parties thereat on the ownership of the facility (1) Original Copy Or (1) Electronic Copy	Applicant / Client
12. Updated General Information Sheet (GIS) (1) Original Copy And (1) Electronic Copy	Applicant / Client
13. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy	Applicant / Client
14. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1:	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 4350 Total: PHP 4350	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid,		1 working day/s	SRS; Biomass Energy Management



- If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment	BEMD notifies the RE Developer that the payment has been validated.		nt Division (BEMD)
	1.A.4. LS conducts legal evaluation	3 calendar day/s	- Chief; Treasury Division (TD) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.5. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.6. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.7. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.8. Secretary acts on the Recommended Issuance of Amendment of Certificate of	7 calendar day/s	Secretary; Office of the Secretary



remains invalid, the Applicant is notified of disqualification, ending the process.	Accreditation (COA) of the RE Developer			
	1.A.9. BEMD transmits a copy of the Annex A (Terms & Conditions).		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.A.10. BEMD acts on the submitted document within one (1) working day. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 4350 Total: PHP 4350	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)



deemed abandoned - If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1: - If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. - If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the	1.B.5. LS conducts Legal evaluation.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
	1.B.8. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.	1.B.9. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.B.10. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.11. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer	7 calendar day/s	Secretary; Office of the Secretary
	1.B.12. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.13. BEMD acts on the submitted document within one (1) working day.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.14. BEMD acts on the submitted rectified document within one (1) working day. If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)



Total Processing Time:	
*For Applications Determined Qualified	Calendar Days: 18 calendar day/s Working Days: 9 working day/s
*For Applications Determined Not Qualified	Calendar Days: 24 calendar day/s Working Days: 12 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: PHP 4350
*For Applications Determined Not Qualified	Total Standard Fee: PHP 4350



5. REMB-BEMD06 Procedure for Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367"

Office or Division:	Biomass Energy Management Division (BEMD)																		
Classification:	Highly Technical																		
Type of Transaction:	G2B (Government to Business)																		
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities																		
Operating Hours:	7:00 AM - 4:00 PM																		
Statute:	RA 9367																		
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Letter of Intent (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy</td><td>Concerned LGU - National Government Agency</td></tr> <tr> <td>4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy</td><td>Concerned LGU - Concerned Division</td></tr> <tr> <td>5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy</td><td>Accredited Biofuel Producer - Concerned Division</td></tr> <tr> <td>6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy</td><td>Department of Energy - REMB-BEMD</td></tr> <tr> <td colspan="2"> Remarks: <i>eg. Inspection/ Validation Report</i> </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	2. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client	3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy	Concerned LGU - National Government Agency	4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division	5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy	Accredited Biofuel Producer - Concerned Division	6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD	Remarks: <i>eg. Inspection/ Validation Report</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client																		
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client																		
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy	Concerned LGU - National Government Agency																		
4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division																		
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy	Accredited Biofuel Producer - Concerned Division																		
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD																		
Remarks: <i>eg. Inspection/ Validation Report</i>																			



7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Energy Research and Testing Laboratory Services	
8. Registration certificates, certifications and other clearances as may be required by other government entities (1) Original Copy Or (1) Electronic Copy			Concerned LGU/ National Government Agency - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1: If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation		3 calendar day/s	Chief; Renewable Energy Legal Services



still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.			Division (RELSA) • Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory



		Services (ERTLS)
1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
1.A.12. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 calendar day/s	Secretary; Office of the Secretary
	1.A.16. BEMD transmits the copy of the Annex A (Terms & Conditions)		1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.17. BEMD acts on the submitted document within one (1) working day. BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not	1.B.1. BEMD checks the completeness and	Standard Fees	3 working day/s	SRS; Biomass



Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned. If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days.	consistency of the submission within three (3) working days.	Breakdown: Application Fee: PHP 9200		Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents	Total: PHP 9200	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)

For Agency Action
1.B.1:

- If not qualified, BEMD notifies the applicant to submit rectified



documents within thirty (30) calendar days. If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	SRS; Biomass Energy Management Division (BEMD)
For Agency Action 1.B.3 - 1.B.4: If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification,	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis	1 calendar day/s	Director; Energy



ending the process.	result to BEMD. BEMD evaluates the results of laboratory analysis.		Research and Testing Laboratory Services (ERTLS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.B.15. Assistant Secretary acts on the Recommended Issuance of	2 calendar day/s	• Assistant Secretary; Office of the



Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s • Undersecretary; Office of the Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	7 calendar day/s • Secretary; Office of the Secretary
	1.B.18. BEMD transmits the copy of the Annex A (Terms & Conditions)	1 calendar day/s • Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD acts on the submitted document within one (1) working day.	1 calendar day/s • Chief; Biomass Energy Management Division (BEMD)
	1.B.20. BEMD acts on the uploaded rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.	1 calendar day/s • Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:		
*For Applications Determined Qualified	Calendar Days: 26 calendar day/s Working Days: 21 working day/s	



*For Applications Determined Not Qualified	Calendar Days: 30 calendar day/s Working Days: 24 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: PHP 9200
*For Applications Determined Not Qualified	Total Standard Fee: PHP 9200



6. REMB-BEMD07 Procedure for Renewal of Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367"

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy		Concerned LGU - National Government Agency
4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned Division
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy		Accredited Biofuel Producer - Concerned Division
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy		Department of Energy - REMB-BEMD
Remarks: <i>eg. Inspection/ Validation Report</i>		



7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Energy Research and Testing Laboratory Services	
8. Registration certificates, certifications and other clearances as may be required by other government entities (1) Original Copy Or (1) Electronic Copy			Concerned LGU/ National Government Agency - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1: If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation		3 calendar day/s	Chief; Renewable Energy Legal Services



still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.			Division (RELS) • Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory



		Services (ERTLS)
1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
1.A.12. LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



	1.A.13. Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	7 calendar day/s	Secretary; Office of the Secretary
	1.A.16. BEMD transmits the copy of the Annex A (Terms & Conditions)	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.17. BEMD acts on the submitted document within one (1) working day. BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)



*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned. If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1:	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site		3 calendar day/s	Chief; Renewable Energy Legal Services Division (RELSD)



- If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment	validation / inspection of the facility and biofuel virtual biofuel product sampling.		Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	- Director; Energy Research and Testing Laboratory Services (ERTLS) - Chief; Biomass Energy



remains invalid, the Applicant is notified of disqualification, ending the process.			Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.B.15. Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended	2 calendar day/s	• Undersecretary; Office of the



	Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.			Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 calendar day/s	Secretary; Office of the Secretary
	1.B.18. BEMD transmits the copy of the Annex A (Terms & Conditions)		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD acts on the submitted document within one (1) working day.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.20. BEMD acts on the uploaded rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 21 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 24 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee:		



PHP 9200



7. REMB-BEMD08 Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513

An accredited Biofuel Producer shall secure Certificate of Registration under R.A. No. 9513 also known as the “Renewable Energy Act of 2008” pursuant to Section 7 of Republic Act (R.A.) No. 9367 otherwise known as “The Biofuels Act of 2006” and Rule 4 of its Implementing Rules and Regulations and Chapter III Section 7 of Department Circular No. DC2019-10-0013 or the “Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers.”

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	An accredited biofuel producer intending to be registered as an RE Developer	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9513	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Duly accomplished DOE application form. (1) Original Copy Or (1) Electronic Copy		Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division
<i>Remarks:</i> <i>Accomplish the form from DOE-REMD-BEMD.</i>		
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy		BIR - Concerned Revenue District Office
4. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy		Applicant / Client
5. Business Permit (1) Original Copy Or (1) Electronic Copy		LGU - Concerned Division
6. Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration		SRA or PCA - Concerned Division



(1) Original Copy Or (1) Electronic Copy				
<i>Remarks:</i> <i>SRA, if bioethanol; and PCA, if biodiesel.</i>				
7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy		Department of Energy - Energy Research and Testing Laboratory Services		
8. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
9. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy		Department of Energy - REMB-BEMD		
<i>Remarks:</i> <i>e.g. Inspection and Evaluation Report</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 12650 Total: PHP 12650	3 working day/s	• Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	• SRS; Biomass Energy Management Division (BEMD)

Notes/Instruction:

For Agency Action

1.A.1:

- If submission is incomplete, BEMB notifies



the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.	1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Director; Energy Research and



disqualification, ending the process.		Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s • Director; Energy Research and Testing Laboratory Services (ERTLS) • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.	2 calendar day/s • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR)	2 calendar day/s • Chief; Biomass Energy Management Division (BEMD)



	as Biofuel Producer of the RE Developer.		• Director; Renewable Energy Management Bureau (REMB)
	1.A.12. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	7 calendar day/s	• Secretary; Office of the Secretary
	1.A.16. BEMD notifies the RE Developer on the release of the Approved Certificate of Registration (COR) as Biofuel Producer.	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD)



*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: • If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned • If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1:	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 12650 Total: PHP 12650	3 working day/s	• SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	• SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	• SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site		3 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD)



- If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. - If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period	validation / inspection of the facility and biofuel virtual biofuel product sampling.		Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the	1 calendar day/s	Director; Energy Research and Testing



results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.	results of laboratory analysis.		Laboratory Services (ERTLS) • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



	1.B.15. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		7 calendar day/s	Secretary; Office of the Secretary
	1.B.18. BEMD notifies the RE Developer on the release of the Approved Certificate of Registration (COR) as Biofuel Producer.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 25 calendar day/s Working Days: 21 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 28 calendar day/s Working Days: 24 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 12650		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 12650		



**Hydropower and Ocean Energy Management Division
(HOEMD)
External Services**



1. REMB-HOEMD01 Amendment of RE Contract (for Hydro and Ocean Energy Projects)

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request an amendment of its RE Contract with justification on such revision.

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Registered RE Developer who is not in default of its technical and financial obligations under the RE Contract. Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be amended in any of the following instances: 1. Changes to the Contract Area; 2. Increase or Decrease in the Installed Capacity; 3. Change of Location of Project Site (for Hydropower Projects); 4. Extension of RE Contract Term; and 5. Changes to address inconsistencies between the RE Contract and its Annexes.																
Operating Hours:	24/7																
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i> </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> <tr> <td colspan="2">A. Requirements for Amendment to the Contract Area/Location</td></tr> <tr> <td>A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area verification (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>		For Situational Requirement		A. Requirements for Amendment to the Contract Area/Location		A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area verification (1) Original Copy Or (1) Electronic Copy	Applicant / Client	Sub Requirement	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
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<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>																	
For Situational Requirement																	
A. Requirements for Amendment to the Contract Area/Location																	
A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area verification (1) Original Copy Or (1) Electronic Copy	Applicant / Client																
Sub Requirement																	



A.1.A. Mapping Requirements for Area Verification of RE Projects:	
A.1.A.1. Location/Sketch map* of the project area/site (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> The map should show its boundaries in relation to major environmental features, using a NAMRIA topographic map or any available administrative basemap at a scale of at least 1:50,000. The map must contain the PRS'92 geographic coordinates of all boundary corners of the project area, or the powerhouse and weir/dam locations with elevations above Mean Sea Level (for hydropower projects). <i>Notes:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all map details found in the Sample Map* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed by a licensed Geodetic Engineer (GE). The seal must be visibly shown on the scanned copy. • TD_FORM.xls* - Excel file which can be downloaded from the EVOSS website. The form should be accomplished and must contain the PRS'92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and a visible Geodetic Engineer's seal if the TD cannot be reflected on the map. • Computation of Area - For project areas conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block; otherwise, the projected area (PTM-Zone I to V) will be considered. Reminder: The required geographic coordinates system is PRS '92. Google Earth uses a different coordinate system. *The following maps and form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms): Sample Map A – Blocking Sample Map D – Hydro Power Project TD_FORM.xls	
A.1.A.2. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Professional Regulation Commission - Licensure and Registration Division - Registration Section
<i>Remarks:</i> Validity should cover the date of map preparation.	
A.1.A.3. Professional Tax Receipt of the Geodetic Engineer	Municipal/City Hall - Office of the Municipal/City Treasurer



(1) Certified True Copy Or (1) Electronic Copy				
A.1.A.4. Excel file or a printed form, following the format in TD_FORM.xls* (1) Electronic Copy Or (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>For Ocean Energy Projects only. Should contain the PRS'92 geographic coordinates of all boundary corners.</i> <i>*The template form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms).</i>				
A.2. Technical Requirements (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
Sub Requirement				
A.2.A. For Pre-Development Stage				
A.2.A.1. Detailed Resource Assessment Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
A.2.B. For Development Stage				
A.2.B.1. Full-Blown Feasibility Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
A.3. Work Program in Gantt Chart following the applicable template (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> 1. Hydro (Annex-F of DC2024-06-0018) 2. Ocean (Annex-G of DC2024-06-0018)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records	1.1. HOEMD checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Hydropower and Ocean Energy Manageme



Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Agency Action 1.1: • If the submission is incomplete, the HOEMD notifies the applicant to update the submission. ◦ Upon resubmission, the HOEMD checks the completeness and consistency of the submission within three (3) working days. • If the submission is still incomplete, the HOEMD notifies the applicant on the cancellation of the application. • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned. For Agency Action 1.2 • HOEMD notifies the RE				nt Division (HOEMD) • Chief; Records Management Division (RMD)
	1.2. HOEMD generates a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. HOEMD shall then transmit the issued Order of Payment to the Applicant.		1 working day/s	• Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Chief; Accounting Division (AD)



Developer through email to pay the processing fee within five (5) working days.				
*For Applications Determined Qualified 2.A.Applicant pays the Processing Fee Location: For payment of fees: DOE Cashier or other modes of payment For submission of documents: REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: Notes/Instruction: For Client Step 2: - If not paid within five (5) working days, the application will be deemed abandoned. For Agency Action 2.A.1: - If payment is not valid, the HOEMD notifies the applicant through a system generated email to rectify the payment within two (2) working days. - If the payment	2.A.1. If payment has been made, Treasury Division validates the proof of payment 2.A.2. HOEMD conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary 2.A.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification	Standard Fees Breakdown: Processing Fee: PHP 4000 Total: PHP 4000	1 working day/s 5 calendar day/s 5 calendar day/s	- Chief; Treasury Division (TD) - Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance



is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandonment. • If the payment is still not valid, the HOEMD notifies the applicant of the notice of disqualification.			e Division (RERCD) • Director; Financial Services (FS) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
For Agency Action 2.A.2 • In case the evaluation of the HOEMD shows: a. that there are additional costs to be incurred that should warrant another financial evaluation ;	2.A.4. HOEMD consolidates all the evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS	2 calendar day/s	• Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Director; Renewable Energy Management Bureau (REMB)



b. if there are any legal concerns on the RE project; and/or c. if there is a need for re-plotting of the Contract Area/location, the HOEMD shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 2.B.4: - If not qualified, HOEMD notifies the RE Developer to submit rectified documents within fourteen (14) calendar days. For Agency Action 2.B.5: - If not compliant, LS returns the application to HOEMD for further action. For Agency Action 2.B.6: - If disapproved, the Assistant	2.A.5. LS acts on the recommendation and the HOEMD endorses the recommendation to the Assistant Secretary	2 calendar day/s	- Director; Legal Services (LS) - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.A.6. Assistant Secretary acts on the recommendation and HOEMD endorses the recommendation to the Undersecretary	2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Hydropower and Ocean Energy Management Division
	2.A.7. Undersecretary acts on the recommendation and HOEMD endorses the recommendation to the Secretary	2 calendar day/s	- Undersecretary; Office of the Undersecretary - Chief; Hydropower and Ocean Energy Management Division



Secretary returns the application to HOEMD for further action. For Agency Action 2.B.7: - If disapproved, the Undersecretary returns the application to HOEMD for further action. For Agency Action 2.B.8: - If disapproved, the Secretary returns the application to HOEMD for further action.	2.A.8. The Secretary acts on the recommendation		5 calendar day/s	Secretary; Office of the Secretary
	2.A.9. HOEMD notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended Contract / Certificate of Registration to the applicant		1 calendar day/s	SRS; Hydropower and Ocean Energy Management Division (HOEMD)
*For Applications Determined Not Qualified 2.B.RE Developer submits the rectified application documents Location: For payment of fees: DOE Cashier or other modes of payment For submission of documents: REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction:	2.B.1. If payment is valid, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4000 Total: PHP 4000	1 working day/s	Chief; Treasury Division (TD)
	2.B.2. HOEMD conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary		5 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB)

For Client Step 2:

- If failure to rectify within fourteen (14) calendar days,



the RE Developer will receive notification of deemed abandoned. For Agency Action 2.B.1: • If the payment is not valid, the HOEMD notifies the applicant through a system generated email to rectify the payment within two (2) working days. ◦ If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandonment. • If the payment is still not valid, the HOEMD notifies the applicant of the notice of disqualification.	2.B.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification. 2.B.4. HOEMD consolidates all the evaluation results and recommends to the REMB Director for further action	5 calendar day/s 2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS) • Chief; Hydropower and Ocean Energy Management Division • Director; Renewable Energy Management Bureau (REMB)
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For Agency Action 2.B.2 - In case the evaluation of the HOEMD shows: a. that there are additional costs to be incurred that should warrant another financial evaluation ; b. if there are any legal concerns on the RE project; and/or c. if there is a need for re-plotting of Contract Area, the HOEMD shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS).	2.B.5. If not qualified, HOEMD, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-evaluations, and Area re-verification (whichever is applicable)	5 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
For Agency Action 2.B.2 and 2.B.3: If the applicant failed to submit the rectified documents within fourteen			



(14) calendar days upon receipt of notice, application will be deemed abandoned. - If still not qualified, HOEMD endorses thru the REMB Director, the denial of the application to the Assistant Secretary. For Agency Action 2.B.6: - If not qualified, the HOEMD endorses through the REMB Director, the denial of the application to the Assistant Secretary. For Agency Action 2.B.7: - If not compliant, LS returns the application to HOEMD for further action. For Agency Action 2.B.8: - If disapproved, the Assistant Secretary returns the application to HOEMD for further action. For Agency Action 2.B.9:	2.B.6. HOEMD consolidates all the re-evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS.	2 calendar day/s	- Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Director; Renewable Energy Management Bureau (REMB)
	2.B.7. LS acts on the recommendation and HOEMD endorses the recommendation to the Assistant Secretary	2 calendar day/s	- Director; Legal Services (LS) - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.B.8. Assistant Secretary acts on the recommendation and HOEMD endorses the recommendation to the Undersecretary	2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Hydropower and Ocean Energy Management Division (HOEMD)
	2.B.9. Undersecretary acts on the recommendation and HOEMD endorses the recommendation to the Secretary	2 calendar day/s	Undersecretary; Office of the Undersecretary



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**National Renewable Energy Board - Technical Services and
Management Division (NREB-TSMD)
External Services**



1. REMB-TSMD01 Green Energy Option Program Operating Permit Application

A Renewable Energy (RE) Supplier shall secure an Operating Permit from the Department of Energy (DOE) in order to provide electric power supply to End-Users under the Green Energy Option Program (GEOP).

Office or Division:	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Qualified RE Suppliers and Retail Electricity Suppliers	
Operating Hours:	24/7	
Statute:	Department Circular No. DC2020-04-0009 - Guidelines Governing the Issuance of Operating Permits to Renewable Energy Suppliers under the Green Energy Option Program	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Affidavit of undertaking on the capability to supply and deliver the RE generation to the End-User (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Official Receipt for the processing fee (1) Original Copy Or (1) Electronic Copy		Department of Energy - Treasury Division
For Situational Requirement		
A. Additional Requirement for Existing Retail Electricity Suppliers Only		
<i>Sub Situational Requirement/s</i>		
A.a. Proof of Contestable Customer		
A.a.1. Billing Document <i>Any of the following:</i>		
A.a.1.A. Billing Document of Contestable Customer (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy Or (1) Certified True Copy		Applicant / Client
<i>Remarks:</i>		



Billing document from at least one (1) Contestable Customer for two (2) years immediately preceding the date of application

---- OR ----

A.a.1.B. Sworn Statement of Contestable Customer
(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy Or (1) Certified True Copy

Applicant / Client

Remarks:

A sworn statement of such Contestable Customer attesting to the fact that it has a contract with the applicant effective for the two (2) years immediately preceding the date of application

CLIENT STEPS	AGENCY ACTION	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: REMB E-mail (remb_9513@doe.gov.ph) or DOE Records Management Division Notes/Instruction: For Client Step 1: If the applicant failed to submit the updated documents within thirty (30) working days upon receipt of notice, application will be deemed abandoned.	1.1. NREB-TSMD checks the completeness and consistency of the submission	None	3 working day/s	- Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD) - Chief; Records Management Division (RMD)
For Agency Action 1.1: If submission is incomplete, NREB-TSMD	1.2. NREB-TSMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment.		5 working day/s	Chief; National Renewable Energy Board - Technical Services



notifies the applicant for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application.	NREB-TSMD shall then transmits the issued Order of Payment to the Applicant.			and Management Division (NREB-TSMD) Chief; Accounting Division (AD)
2. The Applicant pays the processing fee thru the DOE Cashier or other modes of payment. Location: For payment of fees: DOE Cashier or other mode of payment For uploading of Proof of Payment: REMB E-mail (remb_9513@doe.gov.ph) Notes/Instruction: For Client Step 2: If not paid within 5 working days, Applicant will receive notification of deemed abandoned.	2.1. If payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 5000 Total: PHP 5000	1 working day/s	Chief; Treasury Division (TD)
	2.2. If payment is valid, NREB-TSMD conducts evaluation of the submitted documents.(Start of Day 1).		10 calendar day/s	- Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD) - Director; Renewable Energy Management Bureau (REMB)
For Agency Action 2.1: If payment is not valid, the Treasury Division notifies the applicant	2.3. REMB Director Acts on the recommendation.If concurred, NREB-TSMD shall then endorse the recommendation to		3 calendar day/s	- Director; Renewable Energy Management Bureau (REMB) - Chief; National



through an email to rectify the payment within two (2) working days. ◦ If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.	the Assistant Secretary.		Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
• If payment is still not valid, NREB-TSMD notifies the applicant of the notice of disqualification.	2.4. The Assistant Secretary acts on the recommendation. If concurred, NREB-TSMD shall then endorse the recommendation to the Undersecretary	3 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
For Agency Action 2.2: • If not qualified, NREB-TSMD notifies the RE Developer of the disapproval. For Agency Action 2.3: • If not qualified, NREB-TSMD notifies the RE	2.5. The Undersecretary acts on the recommendation. If concurred, NREB-TSMD shall then endorse the recommendation to the Secretary.	3 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; National Renewable Energy Board - Technical Services and Management Division



Developer of the disapproval.			(NREB-TSMD)
For Agency Action 2.4:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.	2.6. The Secretary acts on the recommendation and approves / disapproves the issuance of GEOP.	8 calendar day/s	Secretary; Office of the Secretary
For Agency Action 2.5:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.	2.7. NREB-TSMD notifies the Applicant on the approval and transmit a copy of the signed GEOP Operating Permit.	1 calendar day/s	Chief; National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
For Agency Action 2.6:			
If not qualified, NREB-TSMD notifies the RE Developer of the disapproval.			
Total Processing Time:		Calendar Days: 28 calendar day/s Working Days: 9 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 5000	



Solar Energy Management Division (SEMD)

External Services



1. REMB-SEMD01 Solar Energy Operating Contract Application

An agreement between the DOE and an RE Developer for the development and/or utilization of solar resources shall be covered by an RE Operating Contract

Office or Division:	Solar Energy Management Division (SEMD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018																				
Operating Hours:	24/7																				
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy</td><td>Department of Foreign Affairs - DFA</td></tr> <tr> <td>2. Technical Requirements (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> <tr> <td colspan="2">2.A. 1. Work Program in Gantt Chart following the applicable template</td></tr> <tr> <td>2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf </td></tr> <tr> <td>2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy</td><td>Department of Energy - DOE-ITMS</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Department of Foreign Affairs - DFA	2. Technical Requirements (1) Electronic Copy	Applicant / Client	Sub Requirement		2.A. 1. Work Program in Gantt Chart following the applicable template		2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf		2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Department of Foreign Affairs - DFA																				
2. Technical Requirements (1) Electronic Copy	Applicant / Client																				
Sub Requirement																					
2.A. 1. Work Program in Gantt Chart following the applicable template																					
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf																					
2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS																				
<i>Remarks:</i>																					



<i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. If Applicant opts not to avail of Certificate of Authority, a valid System Impact Study (1) Electronic Copy	National Grid Corporation of the Philippines and/or Distribution Utility - NGCP
2.A.4. Feasibility Study (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>2.A.4.A. Market Aspect - Identify its available target market and its projected electricity rate (e.g. as a merchant plant under the spot market or as generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).</i>	
<i>2.A.4.B. Technical Aspect – Technical study affirming that the Available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio.</i>	
<i>2.A.4.C. Financial Aspect – Preliminary runs on the financial Feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</i>	
<i>2.A.4.D. Management Aspect – Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor).</i>	
<i>2.A.4.E. Proof or application to secure right of way, applicable social and environmental permits/clearances (e.g. EPC Contractor, Owner's Engineer and O & M Contractor) (Certified True Copy or Original and Notarized Undertaking)</i>	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - PSA
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI



A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - Local Government Unit
B. Proof of Possessory Rights (For Solar)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client



Remarks:	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
Remarks: 1. Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and 2. Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant. Note: Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
Remarks:	



1. Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in <https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf>.
2. Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.

Note:

Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and (1) Electronic Copy	Applicant / Client
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Remarks:

1. If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and
2. If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
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B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
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B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates; (1) Electronic Copy	Applicant / Client
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B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like; (1) Electronic Copy	Applicant / Client
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B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision	Applicant / Client
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quoted in full (1) Electronic Copy	
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Electronic Copy	Applicant / Client
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> <i>2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.</i>	
C. Financial Requirements	
Sub Situational Requirement/s	
C.a. For Existing Organized Corporation operating more than a year	
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.</i> <i>2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:</i> <i>• For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0</i> <i>• For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0</i>	
RE Resource	Potential Capacity



Solar

up to 10.000MW

- For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0

RE Resource

Potential Capacity

Solar

More than 10.000MW

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- The Authorized Capital Stock is sufficient to absorb the equity converted; and
- Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above (1) Electronic Copy	Applicant / Client
D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy	Applicant / Client

Remarks:



Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: • If the submission is complete and the area is valid, SEMD thru EVOSS System uploads the Order of	1.1. SEMD, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	• Chief; Solar Energy Management Division (SEMD) • Chief; Information Services Division (ISD) • Chief; Renewable Energy Legal Services Division (RELSD) • Chief; Renewable Energy Resources Compliance Division (RERCD)



Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA)				
• If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, SEMD, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day	1.2. SEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. SEMD shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Solar Energy Management Division (SEMD) • Chief; Accounting Division (AD)



2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agenct Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division	2.A.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application Fee: PHP 11600 Total: PHP 11600	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Formula Fees Breakdown: Processing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources



validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System				Compliance Division (RERCD) • Director; Financial Services (FS)
◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System	2.A.4. If Qualified, EVOSS notifies the ITMS-ISD and SEMD thru a system generated email to prepare the Contract Map, COR, RE Contract and Memorandum to the Secretary		3 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD)



notifies the Concerned Units to check the completeness of the submission within three (3) working days. - o If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . - o If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to				• Director; Information Technology and Management Services (ITMS)
	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation		2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



	proceed with the re-evaluation because the Applicant already consumed the ten (10) working days.			
	◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days).	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Assistant Secretary ; Office of the Assistant Secretary
	For Agency Action 2.A.6:	2.A.7. Undersecretary acts on the Recommendation	2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD) • Undersecretary ; Office of the Undersecretary
	• If not concurred, SEMD Uploads the signed Disqualification Letter.			



For Agency Action 2.A.7: If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.A.8. SEMD notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction:	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment 2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Standard Fees Breakdown: Application Fee: PHP 11600 Total: PHP 11600 Formula Fees Breakdown: Processing Fee	1 working day/s 1 working day/s	- Chief ; Treasury Division (TD) - Chief ; Treasury Division (TD)
For Client Step 2 - Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. - If failure to rectify within ten	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMG, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights		7 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Director; Renewable Energy Management



(10) working days, the RE Developer will receive notification of deemed abandoned For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the	and Financial Evaluations			nt Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSA) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
	2.B.4. EVOSS resumes the timeline for the DOE; EVOSS System notifies the Concerned Unit to conduct re-evaluation		5 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB)



Applicant of the notice of disqualification. For Agency Action 2.B.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.			• Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system	2.B.5. EVOSS System notifies the ITMS and SEMD thru a system generated email to prepare the Contract Map, COR, RE Contract and Memo to the Secretary	3 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB)



generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS				• Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation		2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)



notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Client Step 2.B.4: - Applicant uploads the rectified documents within the remaining working days (10-x working days). For Agency Action 2.B.8: - If not concurred, SEMD Uploads the signed Disqualification Letter. For Agency 2.B.8 - If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant,			
	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Chief ; Solar Energy Management Division (SEMD) - Assistant Secretary; Office of the Assistant Secretary
	2.B.8. Undersecretary acts on the Recommendation	2 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Undersecretary; Office of the Undersecretary
	2.B.9. Undersecretary concurs the recommendation, SEMD notifies thru	1 calendar day/s	Chief; Solar Energy Management



RELSA, RERCD and ITMS-ISA on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	EVOSS the Applicant to pre-sign the contract			nt Division (SEMD) Director; Renewable Energy Management Bureau (REMB)
3. Applicant pre-signs the RE contract and submits to DOE Location: EVOSS System (https://evoss.ph/) For Pre-Signing: REMB Office, DOE Notes/Instruction: For Client Step 3: - If applicant failed to pre-sign the RE Contract within the prescribed period of thirty (30) calendar days, EVOSS notifies the Applicant, SEMD, RELSD, RERCD and ITMS-ISA that the application is deemed abandoned. For Agency Action 3.1: - If not valid and the Applicant consumed the prescribed	3.1. SEMD validates the pre-signed RE Contract	None	1 working day/s	Chief; Solar Energy Management Division (SEMD)



timeframe, EVOSS System notifies the Applicant, SEMD, RELSD, ITMS-ISD and RERCD through a system generated email on the abandonment of the application. • If not valid and the Applicant does not consume the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the incomplete Pre-Signed Contract. • If the pre-signed contact is incomplete, EVOSS System notifies the Applicant and SEMD, RELSD, RERCD, and ITMS-ISD thru a system generated email on the Abandonment of the application. • If the pre-signed contact is complete; EVOSS System notifies the Applicant, SEMD, RELSD, RERCD, ITMS-ISD of the complete pre-signed contract	3.2. The Secretary acts on the pre-signed RE contract		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Secretary ; Office of the Secretary
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and SEMD endorses to the Secretary the Pre-Signed Contract. For Agency Action 3.2: - If the Secretary signed the RE contract, SEMG thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days. - If not approved, SEMD uploads the signed Disapproval Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval of the application. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	3.3. SEMD thru EVOSS issues the Order of Payment		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)
4. Applicant pays the signing fee Location: For Payment of fees: DOE Cashier or other mode of payments	4.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment.	Formula Fees Breakdown: Signing Fee	1 working day/s	Chief; Treasury Division (TD)



For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 4: Failure to pay within fifteen (15) calendar days, the Applicant will receive a notification of deemed abandoned.				
For Agency Action 4.1: - If the payment is invalid, EVOSS System notifies the Applicant thru a system generated email to rectify the payment within two (2) working days. - If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If the payment is still invalid, EVOSS System notifies the Applicant,	4.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief; Treasury Division (TD)
	4.3. SEMD thru EVOSS uploads the Signed Contract and/or COR and encodes the RE Contract Number,		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)



SEMD, RELSD, RERCD an ITMS- ISD thru a system generated email on the deemed abandoned. For Agency Action 4.2 If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS- ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	COR Number and the Date of Award in the EVOSS System			
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General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.
- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.



For a detailed guide on this process, please refer to the process flows on the EVOSS website:
<https://evoss.ph/Home/ProcessFlow>

Total Processing Time:

*For Application Determined Qualified	Calendar Days: 26 calendar day/s Working Days: 9 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 9 working day/s

Total Processing Fee:

*For Application Determined Qualified	Total Standard Fee: PHP 11600 See other fees below
*For Application Determined Not Qualified	Total Standard Fee: PHP 11600 See other fees below

Formula / Schedule of Fees

- **Signing Fee**
PHP 5.00 per kW
- **Processing Fee**
PHP 6.50 per Hectare



2. REMB-SEMD02 Issuance of Certificate of Authority for Solar Projects

An agreement between the DOE and an RE Developer for the development and/or utilization of solar resources shall be covered by an RE Operating Contract

Office or Division:	Solar Energy Management Division (SEMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Department of Foreign Affairs - DFA
2. Technical Requirements (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>2.A. 1. Work Program in Gantt Chart following the applicable template</i>	
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Land-based (e.g. Ground Mounted, Roof Mounted) - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf 2. Floating - https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf	
2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - DOE-ITMS
<i>Remarks:</i>	



<i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. Feasibility Study (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>2.A.3.A. Market Aspect - Identify its available target market and its projected electricity rate (e.g. as a merchant plant under the spot market or as generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines).</i>	
<i>2.A.3.B. Technical Aspect – Technical study affirming that the Available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio.</i>	
<i>2.A.3.C. Financial Aspect – Preliminary runs on the financial Feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</i>	
<i>2.A.3.D. Management Aspect – Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor).</i>	
<i>2.A.3.E. Proof or application to secure right of way, applicable social and environmental permits/clearances (e.g. EPC Contractor, Owner's Engineer and O & M Contractor) (Certified True Copy or Original and Notarized Undertaking)</i>	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - PSA
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client



A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - SEC
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - Local Government Unit
B. Proof of Possessory Rights (For Solar)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive	Applicant / Client



option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i>	



Note:

Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and
(1) Electronic Copy

Applicant / Client

Remarks:

1. *If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and*
2. *If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates;
(1) Electronic Copy

Applicant / Client

B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like;
(1) Electronic Copy

Applicant / Client

B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes

Applicant / Client



effective (1) Electronic Copy	
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client
<i>Remarks:</i> 1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and 2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.	
C. Financial Requirements	
Sub Situational Requirement/s	
C.a. For Existing Organized Corporation operating more than a year	
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE. 2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed: • For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0 • For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0	
RE Resource	Potential Capacity
Solar	up to 10.000MW
• For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0	



RE Resource

Potential Capacity

Solar

More than 10.000MW

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- The Authorized Capital Stock is sufficient to absorb the equity converted; and
- Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above
(1) Electronic Copy

Applicant / Client

D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program.
(1) Electronic Copy

Applicant / Client

Remarks:

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.



3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.1: - If the submission is complete and the area is valid, SEMD thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS	1.1. SEMD, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	- Chief; Solar Energy Management Division (SEMD) - Chief; Information Services Division (ISD) - Chief; Renewable Energy Legal Services Division (RELSD) - Chief; Renewable Energy Resources Compliance Division (RERCD)



System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA) • If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, SEMD, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
	1.2. SEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. SEMD shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Solar Energy Management Division (SEMD) • Chief; Accounting Division (AD)
2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined	2.A.1. If Payment has been made, EVOSS	Standard Fees	1 working day/s	• Chief; Treasury



Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1)	notifies the Treasury Division to validate the proof of payment	Breakdown: Application Fee: PHP 11600 Total: PHP 11600		Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Formula Fees Breakdown: Processing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial



working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.4: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.			Services (FS)
◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness	2.A.4. If Qualified, SEMD prepares the COA and Endorsement Memo to the Secretary and ITMS to prepare the COA Map	4 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information



ess of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application.				Technology and Management Services (ITMS)
◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed with the re-evaluation because the	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a system generated email on the concurrence of the recommendation		2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days). For Agency Action 2.A.6: • If not concurred, SEMD Uploads the signed Disqualification Letter. For Agency Action 2.A.7: • If not concurred, SEMD Uploads the signed Disqualification	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary. 2.A.7. Undersecretary acts on the Recommendation		2 calendar day/s 2 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Assistant Secretary ; Office of the Assistant Secretary • Chief ; Solar Energy Management Division (SEMD) • Undersecretary ; Office of
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Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For Agency Action 2.A.8: - If not approved, SEMD Uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the Disapproval of Application. For Agency Action 2.A.9: - If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.A.8. The Secretary acts on the recommendation to issue COA 2.A.9. SEMD uploads the signed COA and update the COA number and date of signing the COA			the Undersecretary - Chief; Solar Energy Management Division (SEMD) - Secretary; Office of the Secretary - Chief; Solar Energy Management Division (SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application	1 working day/s	Chief ; Treasury Division (TD)



ten (10) working days Location:		Fee: PHP 11600		
For Payment of fees: DOE Cashier or other mode of payments	2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System	Total: PHP 11600	1 working day/s	Chief ; Treasury Division (TD)
For uploading of Proof of Payment: EVOSS System (https://evoss.ph)		Formula Fees Breakdown: Processing Fee		
Notes/Instruction:				
For Client Step 2				
• Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. • If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). SEMD, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
For Agency Action 2.B.1:				
• If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates				



the proof of payment within one (1) working day.

- If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.

- If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.

For Agency Action 2.B.4:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.
 - If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies



the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the SEMD, RELSD, and RERCD to proceed	2.B.4. EVOSS resumes the timeline for the DOE; EVOSS System notifies the Concerned Unit to conduct re-evaluation	5 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
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with the re-evaluation because the Applicant already consumed the ten (10) working days. - o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Client Step 2.B.4: • Applicant uploads the rectified documents within the remaining working days (10-x working days).	2.B.5. EVOSS System notifies the ITMS and SEMD thru a system generated email to prepare the COA Map , COA and Memo to the Secretary	4 calendar day/s	• Chief; Solar Energy Management Division (SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies SEMD thru a	2 calendar day/s	• Chief ; Solar Energy Management Division (SEMD)



For Agency Action 2.B.7: If not concurred, SEMD Uploads the signed Disqualification Letter.	system generated email on the concurrence of the recommendation		- Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.8: If not concurred, SEMD Uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.			
For Agency Action 2.B.9: If not approved, SEMD uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD, and ITMS-ISD on the Disapproval of Application.			
For Agency Action 2.B.10: If exceeded the timeframe, EVOSS System notifies SEMD, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Chief ; Solar Energy Management Division (SEMD) - Assistant Secretary; Office of the Assistant Secretary



Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.B.8. Undersecretary acts on the Recommendation	2 calendar day/s	- Chief; Solar Energy Management Division (SEMD) - Undersecretary; Office of the Undersecretary
	2.B.9. The Secretary acts on the recommendation to issue COA	7 calendar day/s	Secretary; Office of the Secretary
	2.B.10. SEMD uploads the signed COA and update the COA number and date of signing the COA	2 calendar day/s	Chief; Solar Energy Management Division (SEMD)

General Remarks

EVOSS Act Processing Timelines Advisory

- **Completeness Check:** Agencies have **three (3) working days** from submission to verify an application's completeness. Failure to act within this period renders the submission **deemed complete**. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by **Rule 9, Section 2 of the EVOSS Act IRR**.



- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website: <https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	
*For Application Determined Qualified	Calendar Days: 25 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: PHP 11600 See other fees below
*For Application Determined Not Qualified	Total Standard Fee: PHP 11600 See other fees below
Formula / Schedule of Fees • Processing Fee PHP 6.50 per Hectare	



Alternative Fuels and Energy Technology Division (AFETD)

External Services



1. EUMB-AFETD01 - Technical Assistance or Technical Evaluation of Alternative Fuels and Emerging Energy Technologies

Provides technical assistance in evaluating proposed alternative fuels and emerging energy technologies and gives appropriate recommendations.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Any individuals, organizations, or entities seeking technical assistance or evaluation of alternative fuels and emerging energy technologies from the Department of Energy			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter request for technical assistance or inquiries from Proponent (1) Electronic Copy			Applicant / Client	
2. Comprehensive details and diagram of technology and its relevant application (1) Electronic Copy			Applicant / Client	
3. 3. Applicable request endorsed letter from other agencies/institutions such as National Government Agencies (NGAs), State Universities and Colleges (SUCs), and the Office of the President (OP) (1) Electronic Copy			Other government agencies - Issuing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submission of Proponent’s request for technical assistance or technical evaluation to be received by AFETD Location: 3rd Floor, Old Building, Department of Energy, Energy Center, 34th	1.1. Alternative Fuels and Energy Technology Division receives the submitted document and checks the completeness and consistency of the submission	None	4 hour/s	• Admin Aide VI; Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Endorses the submitted document		4 hour/s	• Admin Aide VI; Alternative



St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: Chief Science Research SpecialistIf the submitted documents are complete, the Proponent may resubmit the updated documents within thirty (30) calendar days upon receipt of the notice. Failure to do so will result for the request as deemed abandoned.	to the Chief Science Research Specialist		Fuels and Energy Technology Division (AFETD)
	1.3. The Chief Science Research Specialist reviews, screens, and endorses to the Supervising Science Research Specialist	4 hour/s	Chief Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.4. The Supervising Science Research Specialist assesses the request and assigns it to the technical staff	4 hour/s	Supervising Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.5. Technical staff reviews and conducts technical evaluation of the proposal in terms of relevance, scientific merits and feasibility	4 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.6. Technical staff will set a meeting with the Proponent. If no further clarification needed the action will proceed to Agency Action 2.2	1 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)



2. Proponent confirms meeting schedule Location: 3rd Floor, Old Building, Department of Energy, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: Failure to concur with the meeting date within 5 working days, the request will be deemed abandoned	2.1. Alternative Fuels and Energy Technology Division staff holds a meeting with the Proponent regarding the proposal	None	1 working day/s	Chief Science Research Specialist, Supervising Science Research Specialist, and Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.2. Technical staff prepares an After Activity Report summarizing the outcomes, findings, and recommendations from the evaluation and presentation of the technology proposal		5 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.3. The After Activity Report is reviewed and endorsed to the Chief Science Research Specialist		1 working day/s, 4 hour/s	Supervising Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.4. The After Activity Report is reviewed and endorsed to the Assistant Director		1 working day/s, 4 hour/s	Chief Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)



	2.5. The After Activity Report is reviewed and endorsed to the Director		1 working day/s, 4 hour/s	Assistant Director; Energy Utilization Management Bureau (EUMB)
	2.6. Final review and approval of the After Activity Report		1 working day/s, 4 hour/s	Director; Energy Utilization Management Bureau (EUMB)
	2.7. Alternative Fuels and Energy Technology Division staff records and transmits the output, provides feedback to the Proponent. If the project or request falls under the jurisdiction of other office the proposal will be endorsed for appropriate action.		1 working day/s	Admin Aide VI / Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. EUMB-AFETD02 - Processing of Application for Company Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

Online submission and processing of applications for Company Registration for Compliance of Manufacturers, Importers, Distributors, Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Revised Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (Revised VFELP IG on RPCM). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers, and Rebuilders in the Philippines are enjoined to register their Company under the VFELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (VFELP IG on RPCM)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for an Order of Payment (1) Electronic Copy		Department of Energy (DOE) - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i> To request an Order of Payment, the applicant must first register an account through the VFELP System at: https://vfelp.doe.gov.ph		
Sub Requirement		
<i>1.A. Other requirements needed for Client Step #4 after payment</i>		
1.A.1. VFELP Online Registration Forms (1) Electronic Copy		Department of Energy (DOE) - Alternative Fuels and Energy Technology (AFETD)
<i>Remarks:</i> a. Notarized Application for Company Registration under the VFELP (Annex A) b. Notarized Undertaking to Abide by the Terms and Conditions of the Registration Procedures and Compliance Mechanism under the VFELP (Annex B)		



c. Authorization of VFELP Compliance Representative (Annex C)

1.A.2. Business Registration Certificates (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>For Sole Proprietorship - Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</i> <i>For Corporation/Partnership - Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (SEC)</i> <i>For Cooperatives - Certificate of Registration from the Cooperative Development Authority (CDA)</i>				
1.A.3. Permit to operate/Business Permit issued by the Local Government Unit (LGU) (1) Electronic Copy		Applicant / Client		
1.A.4. Bureau of Internal Revenue (BIR) Registration (1) Electronic Copy		Applicant / Client		
1.A.5. Documents from the Applicant (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>a. Manufacturers/Importers/ Distributors/Rebuilders shall submit a list of their authorized Dealers</i> <i>b. Dealers shall submit a certificate/agreement/authority to sell secured from their supplier/s (Manufacturers/Importers/Distributors/Rebuilders)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant requests an Order of Payment through the VFELP System. Location: DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	1.1. Prepares the Billing Statement and endorse to the Accounting Division for Order of Payment.	None	1 hour/s	• Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)



	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	Accounting Staff; Accounting Division (AD)
2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS V2.1 email and upload/attach the proof of payment (deposit slip or electronic receipt) as a reference for the issuance of Official Receipt. Location: Ground floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one (1) day after the due date will result in automatic application cancellation.	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per Company: PHP 3000 Total: PHP 3000	1 hour/s	Admin Officer; Treasury Division (TD)
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio	3.1. Verifies the uploaded Order of Payment and Official Receipt through the VFELP System.	None	30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology



Global City, Taguig City.				Division (AFETD)
	3.2. Notifies the Applicant through email that their application status is "For Submission" and may proceeds to fill out the required company-related information.		30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
4. The Applicant fills out the required company-related information together with the documentary requirements specified in the Checklist Requirements through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: 1. In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data	4.1. Evaluates the completeness and correctness of the filled-out information and submitted documents by the Applicant.	None	3 working day/s, 1 hour/s	Evaluator II - (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)
	4.2. Reviews, approves, and endorses the company registration application to the Director for final approval.		2 working day/s, 4 hour/s	Administrator (Chief Science Research Specialist/ Supervising Science Research Specialist)) ; Alternative Fuels and Energy Technology Division (AFETD)



resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation.				
2. The applicant shall be given two (2) opportunities to rectify the incorrect submission, each within a period of seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. Furthermore, if the resubmitted documents remain non-compliant despite timely submission, the application will be disapproved, registration payment will be forfeited, and the Applicant shall be required to submit a new application (request for Order of Payment).	4.3. Approves and certifies the company registration application.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	4.4. Notifies the applicant on the approval of their company registration application through email and/or through the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. VFELP Online Registration Forms (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)

- Notarized Application for Company Registration under the VFELP (*Annex A*)
- Notarized Undertaking to Abide by the Terms and Conditions of the Registration Procedures and Compliance Mechanism under the VFELP (*Annex B*)
- Authorization of VFELP Compliance Representative (*Annex C*)

2. Business Registration Documents (provided by the Applicant)



- a. For Sole Proprietorship - Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
 - b. For Corporation/Partnership - Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (SEC)
 - c. For Cooperatives - Certificate of Registration from the Cooperative Development Authority (CDA)
3. Permit to operate/Business Permit issued by the Local Government Unit (provided by the Applicant)
4. Bureau of Internal Revenue Registration (provided by the Applicant)
5. Documents from the Applicant (provided by the Applicant)
- a. Manufacturers/Importers/ Distributors/Rebuilders shall submit a list of their authorized Dealers.
 - b. Dealers shall submit a certificate/agreement/authority to sell secured from their supplier/s (Manufacturers/Importers/Distributors/Rebuilders)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3000



3. EUMB-AFETD03 - Processing of Application for Vehicle Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

Online submission and processing of applications for Vehicle Registration for Compliance of Manufacturers, Importers, Distributors, *Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Revised Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (Revised VFELP IG on RPCM). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.

**Note: Dealers are required to undergo vehicle registration if the vehicles/units to be sold/supplied are not from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders*

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers and Rebuilders in the Philippines that have already registered their Company under the VFELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (VFELP IG on RPCM)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Request for an Order of Payment (1) Electronic Copy	Department of Energy - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i> <i>To request an Order of Payment, the applicant must first register their company on the VFELP System at: https://vfelp.doe.gov.ph</i>	
Sub Requirement	
1.A. Other requirements needed for Client Step #4 after payment:	
1.A.1. VFELP System Vehicle Registration Form (template form available through the VFELP System: https://vfelp.doe.gov.ph) (1) Electronic Copy	Department of Energy (DOE) - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i>	



Application for Vehicle Registration under the VFELP (Annex D of the VFELP IG on RPCM)

- a. Annex D-1 for Internal Combustion Engine Vehicles (ICE)*
- b. Annex.D-2 for Battery Electric Vehicles (BEVs)*
- c. Annex D-3 for Plug-in Hybrid Electric Vehicles (PHEVs)*
- d. Annex D-4 for Hybrid Electric Vehicles (HEVs)*
- e. Annex D-5 for Light Electric Vehicles (LEVs)*

1.A.2. Certified True Copy of the following:
(1) Original Copy

Applicant / Client

Remarks:

- a. Valid third-party test report indicating the Vehicle Fuel Economy Performance Rating and other test results, provided that it aligns with established international standards and/or applicable Philippine National Standards (PNS)*
- b. Certificate of Conformity (COC) for new vehicles, except for BEVs and LEVs.*
- c. Certificate of Compliance to Emission Standards (CCES) for rebuilt motor vehicles*

1.A.3. Full specification/brochure of the vehicles
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant requests an Order of Payment through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	1.1. Prepares the Billing Statement and endorses to Accounting Division for Order of Payment.	None	1 hour/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	Accounting Staff; Accounting Division (AD)



2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS email and uploads/attaches the proof of payment (deposit slip or electronic receipt) as reference for the issuance of official receipt. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one day after the due date will result in automatic application cancellation.	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per vehicle model/type: PHP 2400 Total: PHP 2400	1 hour/s	Admin Officer; Treasury Division (TD)
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	3.1. Verifies the Order of Payment and Official Receipt uploaded in the VFELP System by the Applicant.	None	30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	3.2. Notifies the Applicant through email that their application status is		30 minute/s	Evaluator I (Science Research Specialist



	“For Submission” and may proceed to fill out the required vehicle-related information			I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
4. The Applicant fills out the required vehicle-related information together with the documentary requirements specified in the Checklist Requirements through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	4.1. Evaluates the completeness and correctness of the filled out information and submitted documents by the Applicant.	None	3 working day/s, 1 hour/s	Evaluator II (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)
Notes/Instruction: 1. In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation.	4.2. Reviews, approves, and endorses the vehicle registration application to the Director for final approval.		2 working day/s, 4 hour/s	Administrator - (Chief Science Research Specialist/ Supervising Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)



2. The applicant shall be given two (2) opportunities to rectify the incorrect submission, each within a period of seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. Furthermore, if the resubmitted documents remain non-compliant despite timely submission, the application will be disapproved, registration payment will be forfeited, and the Applicant shall be required to submit a new application (request for Order of Payment). 3. For EV registration, twenty (20) working days shall be allotted for recognition pursuant to Department Circular No. DC2023-05-0012, also known as the EV Recognition Guidelines.	4.3. Approves and certifies the vehicle registration application.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	4.4. Notifies the Applicant on the approval of their vehicle registration application through email and/or through the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. VFELP System Vehicle Registration Form (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)

Application for Vehicle Registration under the VFELP (Annex D)

a. Annex D-1 for Internal Combustion Engine Vehicles (ICE)

b. Annex D-2 for Battery Electric Vehicles (BEVs)



c. Annex D-3 for Plug-in Hybrid Electric Vehicles (PHEVs)

d. Annex D-4 for Hybrid Electric Vehicles (HEVs)

e. Annex D-5 for Light Electric Vehicles (LEVs)

2. Certified True Copy of the following: (provided by the Applicant)

a. Valid third-party test report indicating the Vehicle Fuel Economy Performance Rating and other test results, provided that it aligns with established international standards and/or applicable Philippine National Standards (PNS)

b. Certificate of Conformity (COC) for new vehicles, except for BEVs and LEVs.

c. Certificate of Compliance to Emission Standards (CCES) for rebuilt motor vehicles

3. Full specification/brochure of the vehicles (provided by the Applicant)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 2400



4. EUMB-AFETD04 - Processing of Application for Fuel Economy Label (FEL) and Fuel Economy Sticker (FES) Issuance under the Vehicles Fuel Economy Labeling Program (VFELP)

*Online submission and processing of applications for FEL and FES Issuance for Compliance of Manufacturers, Importers, Distributors, *Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Fuel Economy Label of Road Transport Vehicles (VFELP IG on FEL-RTV). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.*

**Note: Dealers are required to undergo FEL and FES if the vehicles/units to be sold/supplied are not from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders.*

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers and Rebuilders in the Philippines that have already registered their Company and Vehicles under the VFELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Fuel Economy Label of Road Transport Vehicles (VFELP IG on FEL-RTV)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for an Order of Payment (1) Electronic Copy			Department of Energy - Alternative Fuels and Energy Technology Division (AFETD)	
Remarks: To request an Order of Payment, the applicant must first register their vehicles per model/type through the VFELP System (https://vfelp.doe.gov.ph)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE (Designation; Office)



1. The Applicant requests an Order of Payment by providing the vehicle's performance and fuel economy-related parameters and indicates the number of units intended for local sale and importation within the vehicle inventory. Location: DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The number of batches shall be determined based on the total number of vehicles declared in the vehicle inventory, as follows: • Category L: One (1) batch is equivalent to 832 vehicle units • Categories M and N: One (1) batch is equivalent to 208 vehicle units	1.1. Prepares the Billing Statement and endorse to Accounting Division for Order of Payment.	None	1 hour/s	• Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	• Accounting Staff; Accounting Division (AD)
2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS email with proof of payment as a reference. Location:	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per batch: PHP 1400 Total: PHP 1400	1 hour/s	• Admin Officer; Treasury Division (TD)



Ground Floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one (1) day after the due date will result in automatic application cancellation.				
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data resubmission will automatically reset the current	3.1. Verifies the Order of Payment and Official Receipt uploaded in the VFELP System by the Applicant. 3.2. Evaluates the completeness and correctness of the filled-out information and submitted documents by the Applicants. 3.3. Reviews, approves, and endorses the FEL & FES Issuance to the Director for final approval.	None	1 hour/s 6 hour/s 7 hour/s	- Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD) - Evaluator II (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD) - Administrator (Chief Science Research Specialist/Supervising Science Research Specialist); Alternative



processing time, and the application will be subjected to re-evaluation.				Fuels and Energy Technology Division (AFETD)
	3.4. Approves and certifies the FEL and FES issuance.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	3.5. Notifies the Applicant on the approval of their application, and the applicant may proceed on downloading and printing the generated FEL & FES in the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. FEL and FES Issuance Online Form (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1400



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



1. EUMB-EPMPD01 Issuance of Certificate for Certified Energy Auditor (CEA)

Process on the Certification of Energy Auditors under Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Energy Auditors who satisfies the requirements under the Department Circular DC2022-03-0006.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	R.A 11285 also know as the Energy Efficiency and Conservation Act
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly Accomplished CEA Application Form (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>	
2. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Certified authenticated license issued by the PRC. if applicable only as per DC2022-03-0006</i>	
3. Original Copy of Proof of Experience duly certified by the human resource management head or similar office (1) Electronic Copy	Applicant / Client
4. Certified True Copy of Diploma and/or Transcript of Records. (1) Electronic Copy	Applicant / Client



Remarks:

Certified authenticated school records issued by the respective educational institution.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 9 of Department Circular No. DC2022-03-0006 "Adoption of Training Regulations Certification Process for Energy Auditors (EAs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the		1 working day/s	Project Evaluation



at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: <i>The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph and email the proof of payment to coms@doe.gov.ph</i> <i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.</i> <i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.</i>	application for endorsement of Chief Science Research Specialist to the Office of the Director	Total: PHP 1000		Specialist, Science Research Specialist, Chief Science Research Specialist ; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment of the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		



Total Processing Fee:	Total Standard Fee: PHP 1000
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2. EUMB-EPMPD02 Issuance of Certificate for Certified Energy Conservation Officer (CECO)

Process on the Certification of Energy Conservation Officers under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Energy Conservation Officers (CECO) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall support Certified Energy Manager for the supervision and maintenance of the facilities of Type 1, Type 2 and Type 3 Designated Establishments for the proper management of energy consumption.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Conservation Officers who satisfies the requirements under the Department Circular DC2022-03-0007.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished CECO Application Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
2. Copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
3. Copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment		Applicant / Client



(1) Electronic Copy				
<i>Remarks:</i> <i>Letter should have the following information:</i> a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president				
4. Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering, and Mathematics (STEM), Transcript of Records and/or Diploma. (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Certified authenticated school records issued by the respective educational institution.</i>				
5. Copy of Seminar/Training Programs attended related to Energy Management or handling of facilities (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements of Section 6 of	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



Department Circular No. DC2022-03-0007 "Adoption of Training Regulations Certification for Energy Conservation Officers (ECOs)".	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph and email the proof of payment to coms@doe.gov.ph The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director.		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and



day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.				Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment of the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		



3. EUMB-EPMPD03 Issuance of Certificate for Certified Energy Manager (CEM)

ISO 9001:2015 Certified

Process on the Certification of Energy Managers under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Energy Managers (CEM) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be chosen by a Type 1, Type 2 and Type 3 designated establishments to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organizations.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Managers who satisfies the requirements under the Department Circular DC2022-03-0008.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished CEM Application Form (Annex E) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
2. Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		



3. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certified authenticated license issued by the PRC. If applicable as per DC2022-03-0008</i>				
4. Certified True Copy of Diploma and Transcript of Records. (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certified authenticated school records issued by the respective educational institution.</i>				
5. copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter should include the following information:</i> <i>1. Company Header</i> <i>2. Complete name of applicant</i> <i>3. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president</i>				
6. Copy of Proof of Experience duly certified by the human resource management head or similar office. (1) Electronic Copy			Applicant / Client	
7. Copy of Specialized and/or refresher training from Recognized Training Institution (RTI) (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program



(EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements of Section 8 of Department Circular No. DC2022-03-0008 "Adoption of Training Regulations Certification for Energy Managers (EMs)".				Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		2 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate by the EUMB Director.		1 working day/s	Director; Energy Utilization Management



h and email the proof of payment to coms@doe.gov.ph The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.²	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	nt Bureau (EUMB) Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 8 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		



4. EUMB-EPMPD04 Issuance of Certificate for Registered Energy Service Company (ESCO)

Process on the Certification of Energy Service Companies under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Service Companies who satisfies the requirements under the Department Circular DC2020-09-0018	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished ESCO Application Assurances Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads		
2. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i>		



For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permit iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation				
3. Duly accomplished Company Profile/Background (Annex B) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
4. Copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
5. Duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location:	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist;



Application Link https://bit.ly/ESCO_Application Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 5.1 of Department Circular No. DC2020-09-0018 "Guidelines in the Administration, Classification and Certification of Energy Service Companies (ESCO)".				Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to esco@doe.gov.ph with a copy of the Proof of Payment,	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 15000 Total: PHP 15000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 15,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 15000		



5. EUMB-EPMPD05 Issuance of Certificate for Certified Energy Service Company (ESCO)

Process on the Certification of Energy Service Companies under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Service Companies who satisfies the requirements under the Department Circular DC2020-09-0018.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished ESCO Application Assurances Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads		
2. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i>		



<i>For corporate, partnership and joint venture entities, the following are the requirements, as applicable:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i> <i>iii. One (1) copy of SEC registration</i> <i>iv. One (1) copy of Articles of incorporation</i>	
3. Duly accomplished Company Profile/Background (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
4. Copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
5. Duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
6. Duly accomplished List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	



7. Copy of Audited financial statement in the last two (2) years (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/ESCO_Application Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 5 of Department Circular No. DC2020-09-0018 "Guidelines in the Administration, Classification and Certification of Energy Service Companies (ESCO)".	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	6 working day/s	- Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) - Attorney, Legal Assistant; General Legal Services Division (GLSD) - Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application	1 working day/s	Administrative Officer; Treasury Division (TD)



the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to esco@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director	Fee: PHP 30000 Total: PHP 30000	1 working day/s	• Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Utilization Management Bureau (EUMB)
	2.3. Endorsement and approval of the application by the EUMB Director to the Office of the Secretary		2 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. Approval of the application by the DOE Secretary		8 working day/s	• Secretary; Office of the Secretary
	2.5. EPMPD to notify applicant on the approval of their application through email		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks				



Payment for the Application fee of Php 30,000 shall be provided after the Technical Evaluation

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 30000



6. EUMB-EPMPD06 Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)

Process on the Certification of FPCS under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	FPCS who satisfies the requirements under the Department Circular DC2022-04-0013	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished FPCS Application Form (Form A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS		
2. Copy of Company Profile/Background under (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS		



3. Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under (Annex D) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
4. Copy of List of Energy Audit equipment and other similar testing instruments and the date of its calibration under (Annex E) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
5. Copy of List of Energy Audits undertaken in the last three (3) years under Annex H (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
6. Copy of Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure (1) Electronic Copy			Applicant / Client	
7. Certified True of Copy of Audited financial statement in the last two (2) years (1) Electronic Copy			Applicant / Client	
8. Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI) (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_FP_CS Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 6 of Department Circular No. DC2022-04-0013 "Adoption of Certification Guidelines for Energy Audit Conducted by Firm, Partnership, Corporation, and Sole Proprietorship (FPCS)".	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	15 working day/s	- Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) - Attorney, Legal Assistant; General Legal Services Division (GLSD) - Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief



the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedea@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.				Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		



7. EUMB-EPMPD07 Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

Process on the Certification of RTIs for CEA under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

RTI refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEA.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	RTIs for EA who satisfies the requirements under the Department Circular DC2022-03-0006.																
Operating Hours:	8:00 AM - 5:00 PM																
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act																
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy</td><td>Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA </td></tr> <tr> <td>2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA		2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy	Applicant / Client	3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy	Applicant / Client	4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy	Applicant / Client	5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA																	
2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy	Applicant / Client																
3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy	Applicant / Client																
4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy	Applicant / Client																
5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased	Applicant / Client																



(1) Electronic Copy				
6. Certified True Copy of Business Registration (1) Electronic Copy			Applicant / Client	
7. Certified True Copy of Business Permit (1) Electronic Copy			Applicant / Client	
8. Copy of List of Lecturers/ Instructors with CVs/PRC License (if applicable) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>If applicable as per DC2022-03-0006</i>				
9. Copy of List of trainings provided (1) Electronic Copy			Applicant / Client	
10. Original Copy of Training Plan for CEA with corresponding number of days and fees (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_RT_I Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 10 of Department Circular No. DC2022-03-0006 "Adoption of Training Regulations Certification Process for Energy Auditors (EAs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	15 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)



2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedea@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology



(10) working days, the EPMPD will nullify their application on the 10th day.				Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		



8. EUMB-EPMPD08 Issuance of Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

Process on the Certification of RTIs for CEM under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	RTIs for CEM who satisfies the requirements under the Department Circular DC2022-03-0008.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly Accomplished RTI Application Form (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM		
2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy		Applicant / Client
4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy		Applicant / Client
5. Copy of List of equipment/machineries and other instructional materials, whether owned or leased (1) Electronic Copy		Applicant / Client



6. Certified True Copy of Business Registration (1) Electronic Copy			Applicant / Client	
7. Certified True Copy of Business Permit (1) Electronic Copy			Applicant / Client	
8. Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable) (1) Electronic Copy			Applicant / Client	
Remarks: If applicable as per DC2022-03-0008				
9. Copy of List of trainings provided (1) Electronic Copy			Applicant / Client	
10. Copy of Training Plan for CEM with corresponding number of days and fees (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_RTI Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 5 of Department Circular No. DC2022-03-0008 "Adoption of Training Regulations Certification for Energy Managers (EMs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	15 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)



2. Payment of the application fee Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedem@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)

**General Remarks**

Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 10000



9. EUMB-EPMPD09 Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

Process on the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EE Projects who satisfies the requirements under the Department Circular DC2021-05-0011.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. For Energy Service Company (ESCO) Initiated Project		
A.1. Original Application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>		
A.2. Duly accomplished Application Form (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program



	Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
A.3. Copy of DOE issued Certificate of Registered ESCO or Certified ESCO (1) Electronic Copy	Applicant / Client
A.4. Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor (1) Electronic Copy	Applicant / Client
A.5. Original Project Profile (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://de.doe.gov.ph</i>	
A.6. Copy of Project Contract or Energy Saving Performance Guarantee Contract (1) Electronic Copy	Applicant / Client
B. For TPPD/Project Special Purpose Vehicle (SPV)	
B.1. Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy, Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>	
B.2. Duly accomplished Application Form (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
B.3. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. Business registration</i> <i>ii. Business permits</i> <i>For corporate, partnership and joint venture entities, the following documents are required:</i> <i>i. Business registration</i> <i>ii. Business permits</i> <i>iii. SEC registration</i> <i>iv. Articles of incorporation</i>	
B.4. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor (1) Electronic Copy	Applicant / Client
B.5. Copy of Project Profile (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
C. For Self-financed Projects	
C.1. Original application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i>	



Department of Energy, Energy Center,
Rizal Drive, Bonifacio Global City, Taguig City

C.2. Duly accomplished Application Form (Annex B)
(1) Electronic Copy

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

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

C.3. Certified True Copy of the Documents on Corporate
Personality
(1) Electronic Copy

Applicant / Client

Remarks:

For sole proprietorship entity, the following documents are required:

- i. Business registration*
- ii. Business permits*

For corporate, partnership and joint venture entities, the following documents are required:

- i. Business registration*
- ii. Business permits*
- iii. SEC registration*
- iv. Articles of incorporation*

C.4. Copy of Energy Audit Report duly signed by a
Registered or Certified Energy Auditor
(1) Electronic Copy

Applicant / Client

C.5. Duly accomplished Project Profile (Annex C)
(1) Electronic Copy

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

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents	1.1. Conduct of technical evaluation	None	15 working day/s	Project Evaluation



to the dedicated Email Address Location: Email Address eesip@doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 7 of Department Circular No. DC2021-05-0011 "Guidelines for the Endorsement of Energy Efficiency Projects to the Board of Investments for Fiscal Incentives".	on the complete and accepted application.			Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to to eesip@doe.gov.ph	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
	2.1. Issuance of Official Receipt	Possible Fees Breakdown: Simple EE Project Application Fee: PHP 15000 Complex EE Project Application Fee: PHP 25000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.3. Approval of the application/certificate by the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • Simple EE Project Application Fee : 15000 • Complex EE Project Application Fee : 25000				



10. EUMB-EPMPD10 Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Process on the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

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

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EE Projects who satisfies the requirements under the Department Circular DC2022-03-0004.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Application letter (Annex F) indicating the intent to avail of BOI incentives (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy, Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>		
2. Duly accomplished Application Form (Annex G) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
3. Duly accomplished technical Documentation (Annex H) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
4. Financial Documentation (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For corporations existing for more than two (2) years at the time of filing of application:</i> • <i>One (1) copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing</i> • <i>One (1) copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</i> • <i>One (1) copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</i> • <i>One (1) copy of latest income tax return filed with the Bureau of Internal Revenue</i> • <i>One (1) copy of List of existing and/or pending applications for projects with the DOE, including the status and cost of work commitment per project per year</i> <i>For newly organized corporation existing for less than two (2) years at the time of filing of application:</i> • <i>One (1) Copy of Audited FS or unaudited FS duly signed by the responsible official</i> • <i>One (1) Copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</i> • <i>One (1) Copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</i> <i>For Parent Company that guarantees for corporation with insufficient working capital:</i> • <i>One (1) Copy of Parent Company's financial documents per FS and Bank Certificate</i>	



- One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program Applicants' Financial Capability (Refer to Annex A)

5. Legal Documentation
(1) Electronic Copy

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

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

- One (1) Business Permit
- One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By Laws
- One (1) Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application
- One (1) Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents
- Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction

6. Copy of the Report on the Project Completion/
Commissioning of the Energy Efficiency Project (Annex D)
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated email address Location: Email Address: eesip@doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	6 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion



Section 7 of Department Circular No. DC2022-03-0004 "Guidelines for the Endorsement of Energy Efficiency Strategic Investments to the Board of Investments for Fiscal Incentives".				Division (EPMPD) • Attorney, Legal Assistant; General Legal Services Division (GLSD) • Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	• Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to eesip@doe.gov.ph	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 25000 Total: PHP 25000	1 working day/s	• Administrative Officer; Treasury Division (TD)
	2.2. Endorsement of the application to the DOE Secretary through the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.3. Approval of the Certificate by the DOE Secretary.		10 working day/s	• Secretary ; Office of the Secretary
	2.4. EPMPD to notify applicant on the		1 working day/s	• Project Evaluation



with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.²	approval of their application through email			Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 25,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 25000		



**Energy Efficiency and Conservation Public Sector
Management Division (EPSMD)
External Services**



1. EUMB-EPSMD01 Energy Audit Services : Preliminary Energy Audit

ISO 9001:2015 Certified

Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.

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

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Government Entities	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. General Information of Government Entity (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements		
2. Building Profile of Government Entity (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements		
3. Copy of Special Order/Memorandum Designating of Energy Efficiency and Conservation Professionals (EEC		Applicant / Client



Officer, EEC Focal Person/s and EEC Coordinator/s (1) Electronic Copy	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
4. Copy of Office Issuance/Memorandum Circulars regarding Energy (Electricity and Fuel) Conservation Measures (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
5. Monthly Electricity Consumption Report (From applicable Base Period (Default Year: 2015) to present) (Form D) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
6. Monthly Fuel Consumption Report (From applicable Base Period (Default Year: 2015) to present (Form E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
7. Inventory of Lighting Equipment with specifications (Form F) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
8. Inventory of Office Equipment with list of specifications (Form G) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	



9. Inventory of Air-conditioning Unit and Genset with Specifications (Form H) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMRequirements				
10. Inventory of Service Vehicles with Specification (Form I) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMRequirements				
11. Inventory of Solar PV System with Specifications (Form J) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMRequirements				
12. Copy of Latest Electricity Bill (1) Electronic Copy			Applicant / Client	
13. Copy of Vehicle's Preventive Maintenance Schedule (Work Order or Official Receipt as Proof) (1) Electronic Copy			Applicant / Client	
14. Copy of a duly accomplished vehicle trip tickets (1) Electronic Copy			Applicant / Client	
15. Copy of Approved Motorpool logbook-Monitoring of Vehicle Daily Dispatch (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. GE submits GEMP Documentary Requirements to DOE-EPSMD official email Location:	1.1. Checking for the Completeness of the GEMP Requirements	None	1 working day/s	Science Research Specialist; Energy Efficiency and Conservation



DOE-EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction: Before the service start, the EUMB-EPSMD sends notification letter to GE for the schedule of the energy audit and submission of GEMP Requirements For incomplete requirements, the Government Entity is given 15 working days to complete the GEMP Documentary Requirements			on Public Sector Management Division (EPSMD)
	1.2. Conduct Energy Audit	1 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.3. Evaluation of GEs submission of documentary requirements and Preparation of Energy Audit Report	3 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Review and Approval of the Energy Audit Report	1 working day/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Review and Approval of the energy audit report by the Assistant Director and endorsement to the Director for Approval, and Transmittal of Energy Audit Report through	1 working day/s	Assistant Director, Director, Science Research Specialist; Energy Utilization Manageme



	Government Entity's Official Email			nt Bureau (EUMB)
General Remarks The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. EUMB-EPSMD02 Application Process for Solar PV Installer Registry

Pursuant to the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 8, s. 2023, the Department of Energy - Energy Utilization Management Bureau (DOE-EUMB), is mandated to provide an official list of Solar PV installers for reference and guidance of all government entities.

The DOE issued Department Circular No. DC2024-06-0021 titled as "Guidelines in the Registration Process for Solar Photovoltaic (PV) Installers under the Government Energy Management Program (GEMP)" to support the above-mentioned issuance and to establish the registration process and procedures for the official Solar PV Installer Registry.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Solar PV Installers who wish to be part of the DOE Official Solar PV Registry. Solar PV Installer refers to any entity, including an individual, OPC, Sole Proprietorship, joint venture, partnership, or corporation engaged in the business of providing Solar PV Systems Installation.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11285 or the Energy Efficiency and Conservation Act and IAEECC Resolution No. 8, s. 2023 Encouraging all Government Entities to Install and Utilize Solar Photovoltaic (PV) System or any Equivalent Renewable Energy Technology in their Government -Owned Facilities and/or Office Buildings in a Form of Self-Generating Facility, Distributed Energy Resources (DER), or Net Metering Agreement with Host Distribution Utility (DU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form and signed terms and conditions (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> <i>Form can be accessed from the DOE website or through this link: https://bit.ly/solarpvregistry</i>		
2. Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality (1) Certified True Copy		Applicant / Client
Sub Requirement		



<i>2.A. For all types of Firms, Partnerships, and Corporations, the following documents are required</i>	
2.A.1. Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.2. Articles of Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.3. Joint Venture Agreement (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.4. Business Permits (issued by the Local Government Units (LGUs)) (1) Certified True Copy	Local Government Units - Business Permit and Licensing Office
2.A.5. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy	Bureau of Internal Revenue - Revenue District Office
<i>2.B. For Sole Proprietorship, the following documents are required</i>	
2.B.1. Department of Trade and Industry (DTI) Certificate of Business Name Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System
2.B.2. Business Permits (issued by Local Government Units) (1) Certified True Copy	Local Government Units - Business Permits and Licensing Office
2.B.3. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy	Bureau of Internal Revenue - Revenue District Office
3. Certificate of PhilGEPS Registration (1) Electronic Copy	Department of Budget and Management - Procurement Service
4. Philippine Contractors Accreditation Board (PCAB) License (1) Electronic Copy	Philippine Contractors Accreditation Board - PCAB Online Licensing Portal
5. Company Profile/Background (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>	



6. Company Ownership/Management, which includes the list of names of officers and personnel with their position in the Company (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
7. List of Solar PV installation projects in the last three (3) years with respective Official Receipt, Certificate of Project Completion, Acknowledgement Letter, Project Report, and/or any Document that will support the claim on the proof of experience (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
8. Copy of Solar PV installation-related Training Certificates and Course Outlines from Recognized Training Institutions and other Governing Bodies (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits required documents to DOE through DOE-EPSMD official email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction: If complete submission, EPSMD notifies applicant of the receipt of application, and the	1.1. Assessment for the completeness of the submitted documents	None	2 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.2. Preparation of Technical Evaluation Report and Certificate of Registration		4 working day/s	Science Research Specialist; Energy Efficiency



proceed with the preparation of the technical evaluation report, if incomplete submission, EPSMD notifies the applicant to complete the documentary requirements				and Conservation Public Sector Management Division (EPSMD)
	1.3. Review and Approval of the Technical Evaluation Report and Certificate of Registration		4 hour/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Preparation of Billing Statement		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Approval of Order of Payment		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Applicant pays the Registration Fee Location: GF Annex Building, Department of Energy, BGC, Taguig City Notes/Instruction: Note: (if order of payment is unpaid within 7 working days,	2. Issuance of Official Receipt	Standard Fees Breakdown: Registration Fee: PHP 2000 Total: PHP 2000	2 hour/s	Admin Officer; Treasury Division (TD)



the application is forfeited. Processing stopped if applicant has not settled the payment)				
3. Applicant submits the copy of Official Receipt to EPSMD through email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com	3.1. Review and Approval of the Certificate of Registration by the Assistant Director and endorsement to the Director for Approval	None	1 working day/s	Assistant Director, Director; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	3.2. Transmittal of the Certificate of Registration		2 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
General Remarks Please don't forget to submit the Official Receipt to DOE-EPSMD official email.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2000		



3. EUMB-EPSMD03 Application Process for Recognized Training Institution Accreditation

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

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Duly certified individual who satisfies the requirements under the Department Circular No. DC2023-05-0009	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11285 or the Energy Efficiency and Conservation Act and Department Circular No. DC2023-05-0009 Government Energy Management Program (GEMP) Guidelines on Strengthening the Energy Efficiency and Conservation Professionals, Adoption of Training Module for Capacity Building and Prescribing Certification Process for the Recognition of Training Institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly Accomplished Training Institution Application Form (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/GEMPRTI		
2. Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality (1) Certified True Copy		Applicant / Client
Sub Requirement		
2.A. For all types of firms, partnerships, and corporations, the following documents are required		
2.A.1. Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation (1) Certified True Copy		Securities and Exchange Commission - Company Registration and Monitoring Department



2.A.2. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy			Bureau of Internal Revenue - Revenue District Office	
2.A.3. Business Permits (issued by the Local Government Units) (1) Certified True Copy			Local Government Unit - Business Permit and Licensing Office	
2.B. For Sole Proprietorship, the following documents are required				
2.B.1. Department of Trade and Industry (DTI) Certificate of Business Name Registration (1) Certified True Copy			Department of Trade and Industry - Business Name Registration System Portal	
2.B.2. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy			Bureau of Internal Revenue - Revenue District Office	
2.B.3. Business Permits (issued by the Local Government Unit) (1) Certified True Copy			Local Government Unit - Business Permit and Licensing Office	
3. Copy of List of Equipment/Energy Audit Instruments and other Instructional Materials, whether owned or leased (1) Original Copy			Applicant / Client	
4. Copy of List of Lecturers/Instructors with CVs/PRC License (if Applicable) (1) Original Copy			Applicant / Client	
5. Copy of List of Trainings Provided (1) Original Copy			Applicant / Client	
6. Copy of Training Plan with corresponding number of days and fees (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits required documents to DOE through official email of DOE-EPSMD Location: DOE EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction:	1.1. Assessment for the completeness of the submitted documents	None	2 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)



<i>If complete submission, EPSMD notifies applicant of the receipt of application, and the proceed with the preparation of the technical evaluation report, if incomplete submission, EPSMD notifies the applicant to complete the documentary requirements</i>	1.2. Preparation of Technical Evaluation Report and RTI Certificate		14 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.3. Review and approval of the Technical Evaluation Report and RTI Certificate		1 working day/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Preparation of Billing Statement		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Approval of Order of Payment		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Applicant pays the Accreditation Fee Location: GF Annex Building, Department of Energy, BGC, Taguig City	2. Issuance of Official Receipt	Standard Fees Breakdown: Accreditation Fee: PHP 10000	4 hour/s	Admin Officer; Treasury Division (TD)



Notes/Instruction: <i>Note: (if order of payment is unpaid within 7 working days, the application is forfeited. Processing stopped if applicant has not settled the payment)</i>		Total: PHP 10000		
3. Applicant submits the copy of Official Receipt to DOE-EPSMD Official email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com	3.1. Review and approval of the RTI Certificate by the Assistant Director and endorsement to Director for Approval	None	1 working day/s	Assistant Director, Director; Energy Utilization Management Bureau (EUMB)
	3.2. Transmittal of the RTI Certificate		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
General Remarks Please don't forget to submit the Official Receipt to DOE-EPSMD Official Email.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		



**Energy Efficiency and Conservation Performance Regulation
and Enforcement Division (EPRED)
External Services**



1. EUMB-EPRED01 Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for Company Registration under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their company through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration results in faster, more accessible, and more efficient public service delivery. It likewise serves as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form for Company Registration under the PELP (1) Electronic Copy		Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The online template form can be accessed through the PELP System at https://pelp.eumb.ph as part of the registration process.		
2. Undertaking to Abide by the Terms and Conditions of the PELP (1) Certified True Copy		Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance



Regulation and Enforcement Division (EPRED)	
<i>Remarks:</i> <i>The template form is available at the PELP System during Company Registration</i> <i>Please include supporting documents such as the Board Resolution and the Secretary Certificate.</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
3. Authorization Letter of PELP Compliance Representative (PCR) and PELP Assistant Compliance Representative (PACR) (1) Certified True Copy	Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> <i>The template form is available at the PELP System during Company Registration</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
4. Permit to Operate issued by the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Business Permits and Licensing Office (BPLO) or Equivalent
<i>Remarks:</i> <i>The permit to operate will be issued by the local government unit (LGU) where the client is located</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
5. Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 or Equivalent (1) Certified True Copy	Department of Finance (DOF) - Bureau of Internal Revenue (BIR)



<i>Remarks:</i> 1. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 2. Note: For online submission, each document file for uploading must not exceed 10 MB.	
6. Order of Payment (1) Certified True Copy	Department of Energy (DOE) - Accounting Division (AD)
<i>Remarks:</i> 1. The client requests this during the registration process on the PELP System (https://pelp.eumb.ph). 2. The Order of Payment will be sent to the client via email from AD (coms@doe.gov.ph). 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Registration fee is PHP 1,600.00 <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
7. Official Receipt (1) Certified True Copy	Department of Energy (DOE) - Treasury Division (TD)
<i>Remarks:</i> 1. Upon payment, the client will provide Proof of Payment to AD by sending it to coms@doe.gov.ph 2. Official Receipt will be sent to the client via email from AD (coms@doe.gov.ph) 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Note: For online submission, each document file for uploading must not exceed 10 MB.	
For Situational Requirement	
A. Certified True Copy of Business Registration Documents	
Sub Situational Requirement/s	
A.a. If the client is a Sole Proprietorship	
A.a.1. Certificate of Business Name Registration issued by the Department of Trade and Industry (1) Certified True Copy	Department of Trade and Industry (DTI) - Bureau of Trade Regulation and Consumer Protection (BTRCP)



		/ Business Name Registration Division (BNRD)
<i>Remarks:</i> 1. For Sole Proprietorship, submit Certificate of Business Name Registration issued by the Department of Trade and Industry 2. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 3. Note: For online submission, each document file for uploading must not exceed 10 MB.		
A.b. If the client is a Corporation/Partnership		
A.b.1. Certificate of Registration, Articles of Incorporation and other documents issued by the Securities and Exchange Commission (1) Certified True Copy		Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department (CRMD)
<i>Remarks:</i> 1. For Corporation/Partnership, submit Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission 2. Include all supporting documents such as original and amended Certificates, Articles of Incorporation, By-Laws, and General Information Sheet (GIS) 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Note: For online submission, each document file for uploading must not exceed 10 MB.		
A.c. If the client is a Cooperative		
A.c.1. Certificate of Registration from the Cooperative Development Authority (1) Certified True Copy		Cooperative Development Authority (CDA) - Cooperative Registration Department (CRD)



Remarks:

1. For Cooperative, submit CDA Certificate of Registration from the Cooperative Development Authority
2. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:
 - President/General Manager or Equivalent position
 - PELP Compliance Representative (PCR)
 - PELP Assistant Compliance Representative (PACR)
3. Note: For online submission, each document file for uploading must not exceed 10 MB.

B. If the Designated and Authorized PELP Compliance Representative (PCR) and/or PELP Assistant Compliance Representative (PACR) is from a Third-Party Company

B.1. Partnership Agreement
(1) Certified True Copy

Applicant / Client

Remarks:

1. Applicable only for companies with a designated 3rd party PCR/PACR
2. Include in the Partnership Agreement the name of the Company's authorized representative/s issued by the Company President/General Manager, or equivalent position
3. Note: For online submission, each document file for uploading must not exceed 10 MB.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the online registration form, together with the documentary requirements, through the PELP System. Location: PELP System https://pelp.eum.b.ph Notes/Instruction: 1. Go to https://pelp.eum.b.ph/ and click "Register". The page will automatically redirect you to	1.1. DOE-EPRED evaluates the completeness and correctness of the Pre-Registration. Using the data submitted, the DOE-EPRED will create the Order of Payment and Billing Statement through the DOE Collection Monitoring System (COMS). COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I. Upon payment of the client, the copy of the	Standard Fees Breakdown: PELP Company Registration: PHP 1600 Total: PHP 1600	30 minute/s	• PELP Evaluator I (Science Research Specialist I/ Admin VI/ Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement



the Privacy Clause Statement for the PELP Company Registration page. 2. Click Accept to proceed with the Company Registration Page. Once you have clicked Accept, select PELP ECP Company. 3. Fill in the required information for Company Pre-Registration. Only the PELP Compliance Representative (PCR) should facilitate the company's registration. Once filled up, click "I'm not a robot" and "Submit Pre-Registration". 4. The Client will receive an email from COMS (coms@doe.gov.ph) containing a copy of your billing statement and Order of Payment. Upon payment, the Client will receive a copy of the OR from coms@doe.gov.ph. 5. Upon submission of pre-registration, access to the company	Official Receipt will be sent to their registered email.		nt Division (EPRED) • Accounting Staff; Accounting Division (AD)
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registration link with a unique passcode will be sent via email from the PELP System. Upon clicking the link, the Client will be redirected to the PELP Company Registration page. Enter the provided passcode, then complete the re-CAPTCHA security and click Unlock. Then fill out or update the required fields and upload the necessary documents in the corresponding tabs. 6. To upload the required file, click the Upload File button. Please be guided that, except for the Company Logo, only PDF files are accepted. For the Company Logo, PNG and JPEG files are accepted. 7. Once all fields have been completed and all required documents have been uploaded, click Submit. Once you click Submit, you will	1.2. DOE-EPRED acknowledges the receipt of application through automated email and evaluates the completeness and correctness of the submitted documents.		1 working day/s, 7 hour/s, 30 minute/s	• Evaluator I (Science Research Specialist I/ Admin VI); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) • Evaluator II (Science Research Specialist I/ Science Research Specialist II /Senior Science Research Specialist / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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receive an automated email confirming that your application is being processed and will undergo evaluation.

8. If the evaluator has determined that information needs updating or revision, you will receive an email with an updated link and passcode. Click the link and enter the passcode to update your registration.
9. Once you have updated the information, click Submit. You will receive an email notification confirming the successful submission of your application.
10. Once the application has been approved, you will receive an automated email notification, together with your temporary company credentials. Click the link and enter your credentials in the PELP System.
11. Upon first-time login at www.pelp.eumb



.ph using the temporary credentials. A pop-up window will prompt you to update your temporary password. Enter your selected password, then click Save Password. Once the password has been changed, you may now proceed to register your product in the PELP System.				
Note: If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests the submission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular	1.3. If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the company in the PELP Company Registry. DOE-EPRED notifies the applicant with the approval of the application together with the temporary credentials for their PELP Account through email.		1 working day/s	• PELP Evaluator III (Chief Science Research Specialist/ Officer-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP).”				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1600		



2. EUMB-EPRED02 Application for Recognition of Testing Laboratory (RTL) under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Classification:	Highly Technical										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP) may apply for recognition under the PELP.										
Operating Hours:	8:00 AM - 5:00 PM										
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2022-03-0005, "Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives".										
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished Recognition of Testing Laboratory Registration Form (1) Original Copy</td><td>Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)</td></tr> <tr> <td colspan="2"> Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph </td></tr> <tr> <td>2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy</td><td>Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished Recognition of Testing Laboratory Registration Form (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph		2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Duly accomplished Recognition of Testing Laboratory Registration Form (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph											
2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										



<i>Remarks:</i> 1. Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005	
3. Letter of Authorization of representative (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
4. Location map (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
5. Organizational Chart (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
6. List of personnel and competencies, including training certificates (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	



7. List of equipment, manuals of procedures and reference materials (1) Original Copy		Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph , and in the annexes of Department Circular No. DC2022-03-0005)				
8. Business permit (1) Certified True Copy		Local Government Unit (LGU) - Business Permits and Licensing Office (BPLO)		
<i>Remarks:</i> 1. The permit to operate will be issued by the local government unit (LGU) where the client is located.				
9. Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 or Equivalent (1) Certified True Copy		Department of Finance (DOF) - Bureau of Internal Revenue (BIR)		
10. PAB Accreditation Certificate or proof of ongoing application for PAB accreditation (1) Certified True Copy		Department of Trade and Industry (DTI) - Philippine Accreditation Bureau (PAB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits accomplished application form and other requirements specified in the checklist Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building Notes/Instruction:	1.1. The DOE-EPRED acknowledges the receipt of application through email. DOE-EPRED shall determine the completeness of the application documents and informs the applicant of the result of the evaluation through email.	None	1 working day/s	Evaluator II (Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist); Energy Efficiency and Conservation Performance Regulation and



1. Checklist: ◦ Billing Statement /Order of Payment ◦ Proof of Payment/ Official Receipt ◦ Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. ◦ Letter of Authorization of a representative ◦ Location map ◦ Organizational Chart ◦ List of personnel and competencies, including training certificates ◦ List of equipment , manuals of procedures, and reference materials			Enforcement Division (EPRED)
Note: • <i>If the submitted documents are incomplete or inaccurate, the DOE-EPRED</i>	1.2. DOE-EPRED shall inform the applicant to proceed with the payment process.	7 hour/s, 30 minute/s	• Evaluator I (Science Research Specialist I / Admin VI); Energy Efficiency and Conservati



notifies the applicant through email and requests the resubmission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation as stated in the process flow in Department Circular No. DC2022-03-0005 - Guidelines for the Recognition of Testing Laboratories for the Examination, Testing & Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) & the Fuel Efficiency of Transport Vehicles, Including the Issuance of Certificate of Endorsement to the Board of Investments (BOI) for Fiscal Incentives	1.3. The DOE issues the Order of Payment to the applicant through e-mail		30 minute/s	on Performance Regulation and Enforcement Division (EPRED) Accounting Staff; Accounting Division (AD)
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2. Applicant pays the corresponding amount indicated in the Order of Payment (OoP) Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building	2. The DOE issues the Official Receipt to the applicant through e-mail	Standard Fees Breakdown: Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP): PHP 20000 Total: PHP 20000	30 minute/s	Collecting Officer; Treasury Division (TD)
3. Applicant submits the OoP and Official Receipt to DOE-EPRED Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building	3. DOE-EPRED verifies the payment and schedules the on-site assessment of the testing facility.	None	7 hour/s, 30 minute/s	Evaluator I (Science Research Specialist I / Admin VI); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
4. Applicant confirms the schedule of the on-site inspection Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building Notes/Instruction:	4.1. The Assessment Team proceeds to the testing facility on the agreed schedule to conduct an on-site inspection.	None	15 working day/s	EPRED RTL Assessment Team (Chief Science Research Specialist, or assigned Officer-in-Charge / Supervising Science Research Specialist/ Senior



Note: <i>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through the PELP System and requests the resubmission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation as stated in the process flow in the Department Circular No. DC2022-03-0005 - Guidelines for the Recognition of Testing Laboratories for the Examination, Testing & Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) & the Fuel Efficiency of Transport Vehicles, Including the Issuance of Certificate of</i>				Science Research Specialist/ Science Research Specialist II, Science Research Specialist I; Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) DOE Laboratory Technical Experts; Lighting and Appliance Testing Division (LATD)
	4.2. EUMB Director issues the Certificate of Recognition or disapproves the		1 working day/s	EUMB Director; EUMB, Office of



Endorsement to the Board of Investments (BOI) for Fiscal Incentives If the applicant failed to meet the requirements/ standards, DOE-EPRED informs the applicant, through email, of the deficiency or non-conformity for appropriate corrective action. If assessed as compliant, the DOE-EPRED shall recommend the recognition of the testing facility to the EUMB Director. Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.	application based on the findings and recommendation from the DOE-RTL Assessment Team.			the Director
	4.3. DOE-EPRED notifies the applicant through email of the result of the application.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 20000			



3. EUMB-EPRED03 Request for PELP Product Credits

The PELP Product Credit feature in the PELP System is a prepaid credit mechanism implemented for product registration. Clients must maintain sufficient PELP Product Credits in their accounts before submitting applications through the system.

One (1) PELP Credit is automatically deducted for every successful submission of the Product Registration/Request for Update

The PELP Credit system ensures streamlined application processing and serves as the payment mechanism for transactions within the PELP System.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) that will register their product models through the PELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)”.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Client must log in to the PELP System Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Log in to https://pelp.eum	1.1. DOE-EPRED evaluates the completeness and correctness of the requested PELP Product Credit and accomplishes the Order of Payment and the Billing Statement through the DOE Collection	Standard Fees Breakdown: Product Registration: PHP 300 Total: PHP 300	2 hour/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and



b.ph and navigate to the Request for PELP Credits section. - Click the Request Product Credit for Product Registration Credit. - Enter the number of credits to be requested. - The Order of Payment (OoP) will be emailed to the client, along with further instructions (email from coms@doe.gov.ph). - Upon payment, the Official Receipt (OR) will be sent to the client's registered email address. - Navigate again to the Request for PELP Credits section, go to the Document submission tab, and locate your credit request entry. Upload the Order of Payment, Official Receipt, and Proof of Payment, then click "Submit". - Upon evaluation of the submitted documents, the requested PELP credits will be	Monitoring System (COMS).		Conservation Performance Regulation and Enforcement Division (EPRED)
	1.2. COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I.	3 hour/s	Accounting Staff; Accounting Division (AD)



automatically credited to the client's account. Note: • One (1) PELP Product Credit corresponds to PHP 300 and is equivalent to the payment for one (1) Product Model Registration • All uploaded documents must be certified true copies (with a "Certified True Copy" stamp, including the name and signature) by any of the following: ◦ President/ General Manager or equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) • For online submission, each document file for uploading must not exceed 10 MB	1.3. Once the Client pays and uploaded the necessary documents, the DOE-EPRED evaluates its completeness and correctness. Once approved, the PELP System will issue the corresponding PELP Product Credits.		3 hour/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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**General Remarks**

Before requesting PELP Product Credits, the company must first be registered in the PELP System. Please refer to the PELP Company Registration process flow for the procedures and requirements

Total Processing Time:	Working Days: 1 working day/s
Total Processing Fee:	Total Standard Fee: PHP 300



4. EUMB-EPRED04 Request for PELP Label Credits

The PELP Label Credit feature in the PELP System is a prepaid credit mechanism implemented for the issuance of the Energy Label/Equivalent. Clients must have sufficient PELP Label Credits in their accounts before requesting an energy label/equivalent through the system.

One (1) PELP Label Credit is automatically deducted for every successful request for issuance of an energy label/equivalent.

The PELP Label Credit system ensures streamlined request processing and serves as the payment mechanism for transactions within the PELP System.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) that will request issuance of an energy label/equivalent for their product models through the PELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)”.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Client must log in to the PELP System Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Log in to https://pelp.eum	1.1. DOE-EPRED evaluates the completeness and correctness of the requested PELP Label Credit and accomplishes the Order of Payment and the Billing Statement through the DOE Collection	Standard Fees Breakdown: Product Registration: PHP 300 Total: PHP 300	30 minute/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and



b.ph and navigate to the Request for PELP Credits section. - Click the Request Label Credit for Energy Label/Equivalent Credit. - Enter the number of credits to be requested. - The Order of Payment (OoP) will be emailed to the client, along with further instructions (email from coms@doe.gov.ph). - Upon payment, the Official Receipt (OR) will be sent to the client's registered email address. - Navigate again to the Request for PELP Credits section, go to the Document submission tab, and locate your credit request entry. Upload the Order of Payment, Official Receipt, and Proof of Payment, then click "Submit". - Upon evaluation of the submitted documents, the requested PELP label credits will	Monitoring System (COMS).			Conservation Performance Regulation and Enforcement Division (EPRED)
	1.2. COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I.		30 minute/s	Accounting Staff; Accounting Division (AD)



be automatically credited to the client's account. Note: • One (1) PELP Label Credit corresponds to PHP 300 and is equivalent to the payment for one (1) Request Issuance of Energy Label/Equivalent • All uploaded documents must be certified true copies (with a "Certified True Copy" stamp, including the name and signature) by any of the following: ◦ President/ General Manager or equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) • For online submission, each document file for uploading must	1.3. Once the Client pays and uploaded the necessary documents, the DOE-EPRED evaluates its completeness and correctness. Once approved, the PELP System will issue the corresponding PELP Label Credits.	30 minute/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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not exceed 10 MB General Remarks Before requesting PELP Label Credits, the company must first be registered in the PELP System. Please refer to the PELP Company Registration for the procedures and requirements	
Total Processing Time:	Working Days: 1 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: PHP 300



5. EUMB-EPRED05 Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Classification:	Complex										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.										
Operating Hours:	8:00 AM - 5:00 PM										
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES										
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Valid test report (1) Certified True Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration. </td></tr> <tr> <td>2. Duly accomplished Product Registration Online Form for Air Conditioners (1) Electronic Copy</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Valid test report (1) Certified True Copy	Applicant / Client	Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		2. Duly accomplished Product Registration Online Form for Air Conditioners (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Valid test report (1) Certified True Copy	Applicant / Client										
Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.											
2. Duly accomplished Product Registration Online Form for Air Conditioners (1) Electronic Copy	Applicant / Client										



<i>Remarks:</i> 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Air Conditioners (PNS ISO 5151 and PNS ISO 16358- 3. The maximum file size for each document upload field is 10 MB. 4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Air Conditioners through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click



the drop-down menu, select “Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click “Continue” to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from “For Product Evaluation” to “For Product Resubmission”. 13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes. 14. Once all the notes/clarifications have been complied, go to the Summary of				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation



and
Enforcement
Division
(EPRED)

Notes, click the dropdown menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and



through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"

Total Processing Time:

Working Days: 7 working day/s



Total Processing Fee:	Total Standard Fee: None
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6. EUMB-EPRED06 Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year and six (6) months from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for Refrigerating Appliances (1) Electronic Copy		Applicant / Client



<i>Remarks:</i> <i>1. The template form is the actual input form found in the PELP System during Product Registration.</i> <i>2. Provide specifications with photos of the product</i> <i>3. The maximum size for uploading images per field is 5 MB.</i>				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.</i> <i>2. The maximum file size for each document upload field is 10 MB.</i> <i>3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.</i>				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.</i> <i>2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Refrigerating Appliances (PNS IEC 62552).</i> <i>3. The maximum file size for each document upload field is 10 MB.</i> <i>4. This document is part of the mandatory documentation required for submission through the PELP System during product registration.</i>				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> <i>• The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Refrigerating Appliances through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph / and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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to the Product Category will no longer be allowed after "Save and Proceed" is clicked.

6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product



Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu,



select “Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application . Click “Continue” to proceed. 11. After that, you have successful ly submitted your product registratio n application . Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmis sion/Clarifi cation, the application status will be changed				
	1.2. The DOE- EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In- Charge); Energy Efficiency and Conservati on Performan ce



from “For Product Evaluation” to “For Product Resubmission”.

13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes.

14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select “Resubmit”. Then click “Proceed.” A prompt will confirm that the product has been resubmitted, and the status will change to “For Product Re-Evaluation.” Please wait while we evaluate your

Regulation and Enforcement Division (EPRED)



product
registratio
n.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registratio
n.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



7. EUMB-EPRED07 Processing of Application for Product Registration for Television Sets under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Television Sets (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Television Sets (PNS IEC 62087, PNS 378, and PNS IEC 62301). 3. The maximum file size for each document upload field is 10 MB. 4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Television Sets through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click



the drop-down menu, select “Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click “Continue” to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from “For Product Evaluation” to “For Product Resubmission”. 13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes. 14. Once all the notes/clarifications have been complied, go to the Summary of	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and
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Enforcement Division
(EPRED)

Notes, click the dropdown menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and



through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)".				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. EUMB-EPRED08 Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
Remarks: - The test report is valid for two (2) years from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Lighting Products (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Lighting Products (PNS IEC 60969, CIE 84 1st edition 1989, PNS IEC 60081, PNS IEC 60901, ANSI C78.377-2015, CIE S 025/E:2015, CIE 13.3:1995, IES LM 79-8, IES LM 80-15, PNS IEC 62612, PNS IEC 61000-3-2, and IEC-60838-2-3 ED. 1.0 B:2016 Miscellaneous lampholders). 3. The maximum file size for each document upload field is 10 MB. 4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration. <i>Note: Normative reference depends on the type of lighting products registered.</i>				
5. PELP Product Credit (Sample: 1 PELP Product Credits)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB



				LE (Designation; Office)
1. The client fills out the Product Registration Form for Lighting Products through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product,	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



including the Product Inventory section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your



application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance



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and
Enforceme
nt Division
(EPRED)

ns have been
complied, go to
the Summary of
Notes, click the
dropdown
menu, and
select
"Resubmit".
Then click
"Proceed." A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
"For Product
Re-Evaluation."
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
"For Product
Evaluation" to
"For Product
Approval."
Kindly wait for
the approval of
your product
registration.
16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted
documents are
incomplete or
inaccurate,
DOE-EPRED



notifies the applicant by email and through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-



Consuming Products (ECP) Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



9. EUMB-EPRED09 Processing of Application for Product Registration for Electric Fans under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Electric Fan product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Electric Fans must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Electric Fans (1) Electronic Copy	Applicant / Client
Remarks:	



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Electric Fans [PNS IEC 60879:2020 (IEC published 2019)].
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credits)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Credit Product Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for Electric Fans through	1.1. The DOE-EPRED evaluates the completeness and correctness of the	None	6 working day/s	• Evaluator II (Senior Science Research



the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total number of units,	submitted documents and notifies the applicant of the evaluation results in the PELP System.			Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed."



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



10. EUMB-EPRED10 Processing of Application for Product Registration for Clothes Washing Machines under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Clothes Washing Machine product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Clothes Washing Machines must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Clothes Washing Machines (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Clothes Washing Machines (PNS IEC 60456:2013).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s, 6 hour/s	• Evaluator II (Senior Science)



Clothes Washing Machines through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.			Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select



“Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click “Continue” to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from “For Product Evaluation” to “For Product Resubmission”. 13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System



and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Conserving Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s, 6 hour/s			
Total Processing Fee:	Total Standard Fee: None			



11. EUMB-EPRED11 Processing of Application for Product Registration for Display Monitors under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Display Monitor product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Display Monitors must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> 1. The test report is valid for one (1) year from the date of issuance. 2. The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. 3. The maximum size for uploading documents per field is 10 MB. 4. This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for Display Monitors (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Display Monitors (PNS IEC 62087-1, IEC 62087-2, PNS IEC 62087-7, PNS 378, PNS IEC 62301).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s	• Evaluator II (Senior Science



Display Monitors through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.			Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select “Submit,” and click “Proceed.



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission".				
13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



12. EUMB-EPRED12 Processing of Application for Product Registration for Energy Saving Devices (ESD) / Low Voltage Saving Devices (LVSD) under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Display Monitor product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Display Monitors must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for ESD / LVSD (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for ESD / LVSD (PNS 2080:2010, PNS IEC 62301:2021).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s	• Evaluator II (Senior Science)



ESD / LVSD through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.			Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed."



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission".				
13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



13. EUMB-EPRED13 Issuance of Energy Label/Equivalent for Product Registered under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

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

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished Energy Label Request Form (1) Electronic Copy		Applicant / Client
Remarks: 1. Template Form available at the PELP System (https://pelp.eumb.ph)		
2. PELP Label Credit (Sample: 1 PELP Label Credit)		Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division
Remarks:		



- The client can request the PELP Label Credit through the PELP System (<https://pelp.eumb.ph>). Please review the PELP Label Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client request for energy label/equivalent issuance Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Click the view icon beside the approved product. 4. Click next up to the Summary of Notes page, then click the "Energy Label" or "Certificate of Exemption" button. 5. Once "Energy Label" or "Certificate of Exemption" is clicked, a prompt will appear regarding the deduction of PELP label credits. One (1)	1. Upon request and use of one (1) PELP Label Credit, the PELP System automatically generates an energy label/equivalent label which was pre-approved by DOE-EPRED during the Product Registration Process	None	1 working day/s	• Evaluator III (Chief Science Research Specialist/Officer-in-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



PELP label credit is equivalent to one Energy Issuance request. Click “Continue” to proceed.

6. After generating the energy label/Certificate of Exemption, click the “Download” button, and the client may now print their energy label/Certificate of Exemption.

Note:

- Once the client has requested, paid, and downloaded the Energy Label or Equivalent Label, the system will recognize that the corresponding payment has already been made. For subsequent downloads, the client may download the label again without requiring another payment.
- For Energy Label renewal requests, the same procedure shall apply. The client only needs to select the “Renew



Energy Label” option on the energy label page to proceed with the renewal application.				
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Biomass Energy Management Division (BEMD)

Internal Services



1. REMB-BEMD01 Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) to proceed with the construction of the facilities pursuant to Chapter III Section 2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)														
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities														
Operating Hours:	7:00 AM - 4:00 PM														
Statute:	Republic Act No. 9367														
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy</td><td>Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division</td></tr> <tr> <td colspan="2"> Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy	Applicant / Client	3. Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan (1) Original Copy Or (1) Electronic Copy	Applicant / Client	4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division	Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
3. Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division														
Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i>															



5. Certified true copy of Registration with the Securities and Exchange Commission (SEC), Philippine Economic Zone Authority (PEZA), Cooperative Development Authority (CDA) and/or the DTI, as applicable (1) Original Copy Or (1) Electronic Copy		Securities and Exchange Commission, Philippine Economic Zone Authority, Cooperative Development Authority and/or the Department of Trade and Industry - Concerned Division		
6. Certification Precondition from National Commission on Indigenous People (NCIP) for ancestral domains/lands, as applicable (1) Original Copy Or (1) Electronic Copy		National Commission on Indigenous People (NCIP) Regional Office - Concerned Division		
7. Developer's Profile (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
8. Department of Agriculture (DA) Certification as specified in Chapter II of JAO 2008-1, Series of 2008, as applicable (1) Original Copy Or (1) Electronic Copy		Department of Agriculture (DA) - Concerned Division		
9. Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (1) Original Copy Or (1) Electronic Copy		SRA for bioethanol production - PCA for biodiesel production - Concerned Division		
10. Special Forest Land-Use Agreement from Department of Environment and Natural (1) Original Copy Or (1) Electronic Copy		Department of Environment and Natural Resources (DENR) - Concerned Division		
11. Environmental Compliance Certificate (ECC) from DENR (1) Original Copy Or (1) Electronic Copy		DENR – Energy Management Bureau (EMB) Regional Office - Concerned Division		
12. Local Government Unit (LGU) Clearance and Locational Clearance (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned Division		
13. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
14. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For For Applications Determined Qualified 1.A.Applicant submits the complete set of requirements for the application thru DOE-	1.A.1. BEMD checks the completeness and consistency of the submission	Standard Fees Breakdown: Application Fee: PHP 11200	3 working day/s	Science Research Specialist (SRS) ; Biomass Energy Manageme



Records Management Division (RMD) or REMB Email		Total: PHP 11200		nt Division (BEMD)
Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.A.2:</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.2. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Accounting Division (AD)
<i>For Client Step 1.A.6:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.3. Once has been made, BEMD validates the proof of payment and BEMD notifies the Applicant that and payment has been validated.		1 working day/s	- Science Research Specialist (SRS) ; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
<i>For Client Step 1.A.9:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.18:</i>	1.A.4. BEMD and LS conducts simultaneous Technical and Legalevaluations		5 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Science Research



• Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>			Specialist; Legal Services (LS)
	1.A.5. BEMD consolidates the evaluation results. If technically and legally qualified, BEMD informs Applicant to set the schedule of conduct for onsite validation/inspection.	1 calendar day/s	• Chief; Legal Services (LS) • Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Legal Services (LS)
	1.A.6. BEMD confirms schedule of conduct for on-site validation/inspection.	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD confirms schedule of conduct for on-site validation/inspection.	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy



			Management Division (BEMD)
	1.A.8. BEMD conducts on-site validation/inspection	1 calendar day/s	• Science Research Specialist ; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.9. BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.10. REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD)



	the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS.		• Chief ; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.11. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.A.12. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary; Office of the



			Assistant Secretary
	1.A.13. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief ; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Undersecretary; Office of the Undersecretary
	1.A.14. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD notifies the Applicant of the Approved Certificate of Accreditation (COA) (for Construction).	7 calendar day/s	• Science Research Specialist ; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary



	1.A.15. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.16. BEMD acts on the submitted document within one (1) working day.	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.17. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Construction).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD acts on the submitted rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD)



	of Accreditation (COA) (for Construction). Applicant picks-up the signed Certificate of Accreditation (COA) (for Construction).			Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Applicant resubmits the updated documentary requirements Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.B.1:</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3:</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.4:</i> <i>If failure to rectify within</i>	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 11200 Total: PHP 11200	3 working day/s	Science Research Specialist ; Biomass Energy Management Division (BEMD)
	1.B.2. If the resubmission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days. If the resubmission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.		5 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email. If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.5:</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.4. If payment is rectified, BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the Applicant that the payment has been validated. If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
<i>For Client Step 1.B.7:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.5. Applicant rectifies the submission BEMD and/or LS re-evaluates the Applicant's rectified submission.	3 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB) - Science Research Specialist; Legal Services (LS) - Chief; Legal Services (LS) - Director; Legal Services (LS)
<i>For Client Step 1.B.9:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>			
<i>For Client Step 1.A.17:</i>	1.B.6. BEMD consolidates the re-evaluation results. If qualified, BEMD	1 calendar day/s	Science Research Specialist;



• Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Agency Action 1.B.2:</i> <i>If the resubmission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	informs Applicant to set the schedule of conduct for onsite validation/inspection. If not technically and legally qualified with the re-evaluation, BEMD notifies the Applicant on the disqualification (End of Process).		
	1.B.7. Applicant sets and coordinates with BEMD for the onsite validation / inspection. BEMD confirms schedule of conduct for on-site validation/inspection.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.9. RE Developer submits the monitoring form and certificate of completion of activity. BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



	the Applicant, for approval of the REMB Director.		nt Division (BEMD)
	1.B.10. REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.11. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.B.12. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Manage



	Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.				1.B.13. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Secretary.		
			2 calendar day/s				
	1.B.14. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD notifies the Applicant of the Approved Certificate of						
			7 calendar day/s				



	Accreditation (COA) (for Construction).		nt Division (BEMD) • Director; Renewable Energy Managem nt Bureau (REMB) • Secretary; Office of the Secretary
	1.B.15. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Chief; Biomass Energy Managem nt Division (BEMD)
	1.B.16. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day. If not acceptable BEMD notifies the Applicant of the incomplete submission.	1 calendar day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD)
	1.B.17. Applicant submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.	1 working day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD) • Chief ; Biomass Energy Managem nt Division (BEMD)
	1.B.18. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate	1 working day/s	• Science Research Specialist; Biomass Energy



	of Accreditation (COA) (for Construction). If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process). Applicant picks-up the signed Certificate of Accreditation (COA) (for Construction).			Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD)
Total Processing Time:				
*For For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 9 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 7 working day/s		
Total Processing Fee:				
*For For Applications Determined Qualified		Total Standard Fee: PHP 11200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 11200		



Electric Vehicle Industry Management Division (EVIMD)

External Services



1. EUMB-EVIMD01 Issuance of EVCS Provider – Operator Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600 Total: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



2. EUMB-EVIMD02 Renewal of EVCS Provider – Operator Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-National Level: PHP 6900 Total: PHP 6900	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



3. EUMB-EVIMD03 Issuance of EVCS Provider – Operator Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400 Total: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



4. EUMB-EVIMD04 Renewal of EVCS Provider–Operator Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-Regional Level: PHP 4100 Total: PHP 4100	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



5. EUMB-EVIMD05 Issuance of EVCS Provider – Operator Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000 Total: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



6. EUMB-EVIMD06 Renewal of EVCS Provider – Operator Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-City/Municipal Level: PHP 2600 Total: PHP 2600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



7. EUMB-EVIMD07 Issuance of EVCS Provider – Service Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 17600	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



8. EUMB-EVIMD08 Renewal of EVCS Provider – Service Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		National Level: PHP 6900		Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 6900	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



9. EUMB-EVIMD09 Issuance of EVCS Provider – Service Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 9400	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



10. EUMB-EVIMD10 Renewal of EVCS Provider–Service Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		Regional Level: PHP 4100		Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 4100	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



11. EUMB-EVIMD11 Issuance of EVCS Provider – Service Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 5000	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



12. EUMB-EVIMD12 Renewal of EVCS Provider – Service Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		City/Municipal Level: PHP 2600 Total: PHP 2600		Division (TD) Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.2. Validate correctness of application documents		1 working day/s	
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



13. EUMB-EVIMD13 Issuance of EVCS Provider – Supplier Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600 Total: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



14. EUMB-EVIMD14 Renewal of EVCS Provider – Supplier Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, safe retail prices, manuals, specification and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-National Level: PHP 6900	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 6900	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



15. EUMB-EVIMD15 Issuance of EVCS Provider – Supplier Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400 Total: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



16. EUMB-EVIMD16 Renewal of EVCS Provider – Supplier Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-Regional Level: PHP 4100	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 4100	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



17. EUMB-EVIMD17 Issuance of EVCS Provider – Supplier Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000 Total: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



18. EUMB-EVIMD18 Renewal of EVCS Provider – Supplier Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal City/Municipal Level: PHP 2600	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 2600	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



19. EUMB-EVIMD19 Issuance of EVCS Provider – Operator Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



20. EUMB-EVIMD20 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



21. EUMB-EVIMD21 Issuances of EVCS Provider – Operator Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



22. EUMB-EVIMD22 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



23. EUMB-EVIMD23 Issuances of EVCS Provider – Operator Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



24. EUMB-EVIMD24 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



25. EUMB-EVIMD25 Issuance of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



26. EUMB-EVIMD26 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Service requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



27. EUMB-EVIMD27 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



28. EUMB-EVIMD28 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



29. EUMB-EVIMD29 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



30. EUMB-EVIMD30 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



31. EUMB-EVIMD31 Issuance of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



32. EUMB-EVIMD32 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



33. EUMB-EVIMD33 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



34. EUMB-EVIMD34 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



35. EUMB-EVIMD35 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



36. EUMB-EVIMD36 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	• Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



37. EUMB-EVIMD37 Issuance of EVCS Registration Certificate

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	EVCS Provider – Operators requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 hour/s	Administrative Aide/Administrative Assistant;



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.				Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.		7 hour/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Issuance of Billing Statement through Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of application per EVCS location either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction:	2.1. Issuance of official receipt	Standard Fees Breakdown: New Application: PHP 5400 Total: PHP 5400	1 working day/s	Collection Officer ; Treasury Division (TD)
	2.2. Verify completeness and accuracy of supporting documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management



The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment if unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.4. Endorse to Director for final decision		1 working day/s	t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	- Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD) - Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5400		



38. EUMB-EVIMD38 Renewal of EVCS Registration Certificate

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	EVCS Provider – Operators requesting for their renewal of EVCS registration with the DOE			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 hour/s	Administrative Aide/Administrative Assistant;



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.				Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.		7 hour/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Issuance of Billing Statement through Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of application per EVCS location either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction:	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal Application: PHP 2900 Total: PHP 2900	1 working day/s	Collection Officer ; Treasury Division (TD)
	2.2. Verify completeness and accuracy of supporting documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management



The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment if unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.4. Endorse to Director for final decision		1 working day/s	t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	- Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD) - Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2900		



39. EUMB-EVIMD39 Issuance of EVCS Registration Certificate for Government Entities

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	EVCS Provider – Operators requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.			Assistant; Electric Vehicle Industry Managemen t Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and accuracy of supporting documents	2 working day/s	Science Research Specialist ; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



40. EUMB-EVIMD40 Renewal of EVCS Registration Certificate for Government Entities

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	EVCS Provider – Operators requesting for their renewal of EVCS registration with the DOE			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria			Assistant; Electric Vehicle Industry Managemen t Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and accuracy of supporting documents	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



41. EUMB-EVIMD41 Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee

Pursuant to Rule IV, Section 11(j) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall ensure compliance with the unbundling of charging fees by EVCS Providers through Department Circular No. DC2023-05-0010 (Guidelines on the Unbundling of Electric Vehicle Charging Station Charging Fee).

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Submission of Duly Accomplished Unbundled Charges Report				
For every registered Electric Vehicle Charging Stations, the applicant shall fill out a duly accomplished unbundled structure report form through the EV Industry Portal EV Industry PH - Get Started . See annex of the DC2023-05-0010 (EV Industry PH - Policy).				
Remarks:				
The entity must log in using its registered account.				
1. After logging in, go to the dashboard.				
2. Click on “Unbundled Charges”.				
3. Select the EVCS location you wish to add.				
4. Provide a detailed breakdown of your charging fee components.				
5. Submit the report.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	• Administrative Aide/ Administrative Assistant; Electric Vehicle Industry



EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished form shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .			Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Evaluation, and preparation of response letter for supervisor's review.	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Review validation and recommendation for the Director's approval	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Reviews and certifies the application. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



42. EUMB-EVIMD42 Charging Fee Adjustments and/or Updating

Pursuant to Rule IV, Section 11(j) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall ensure compliance with the unbundling of charging fees by EVCS Providers through Department Circular No. DC2023-05-0010 (Guidelines on the Unbundling of Electric Vehicle Charging Station Charging Fee).

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	EVCS Providers – Operator who are to adjust/update their charging fees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Submission of Duly Accomplished Unbundled Charges Report For every registered Electric Vehicle Charging Stations, the applicant shall fill out a duly accomplished unbundled charges report form through the EV Industry Portal EV Industry PH - Get Started. See annex of the DC2023-05-0010 (EV Industry PH - Policy). <i>Remarks:</i> <i>The entity must log in using its registered account.</i> 1. After logging in, go to the dashboard. 2. Click on "Unbundled Charges". 3. Select the EVCS location you wish to add. 4. Provide a detailed breakdown of your charging fee components. 5. Submit the report.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and		1 working day/s	Science Research



applications based on the remarks from the initial checking of the submitted documents. Duly accomplished report form shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	correctness of the documents		Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Evaluation, and preparation of response letter for supervisor's review.	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Review validation and recommendation for the Director's approval	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Reviews and certifies the application. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



43. EUMB-EVIMD43 Battery Electric Vehicle (BEV) Recognition and Revision of BEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as BEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



44. EUMB-EVIMD44 Hybrid Electric Vehicle (HEV) Recognition and Revision of HEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as HEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



45. EUMB-EVIMD45 Plug-in Hybrid Electric Vehicle (PHEV) Recognition and Revision of PHEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as PHEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



46. EUMB-EVIMD46 Light Electric Vehicle (LEV) Recognition and Revision of LEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as LEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
Remarks: See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
Remarks: See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Oil Industry Standards and Monitoring Division (OISMD)

External Services



1. OIMB-OISMD01 Issuance of Acknowledgement of Notice to Denature Imported Bioethanol

Department Circular No. DC 2021-06-0014 or Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to Biofuels Act.

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Accredited Downstream Oil Industry Biofuels Participant			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Republic Act No. 9367, otherwise known as the "Biofuels Act of 2006" and its corresponding IRR and latest Department Circular Issuances			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application Form - Annex F (1) Original Copy			Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division	
Remarks: Template of Application Form per DC-2021-06-0014				
2. Acknowledgement of Notice to Import Bioethanol (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete documents Location: Oil Industry Management Bureau - Receiving Unit	1.1. Receive application and forward to respective processor	None	1 hour/s	• Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
3F PNOC Building 5, Energy Center Rizal	1.2. Evaluate / process application and prepare		5 hour/s	• Science Research Specialist;



Drive Bonifacio Global City, Taguig City. Notes/Instruction: Make sure that application is stamped with date, time and initial of the receiving personnel.	Acknowledgement Letter		Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application	4 hour/s	Supervising Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau	4 hour/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director	4 hour/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of Acknowledgement Letter	4 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved acknowledgement letter to OISMD	2 hour/s	Administrative Staff ; OIMB, Office of the Director

General Remarks

1. Clients will be notified via email once the original copies are available for release and pick-up.
2. Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report as required in Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-06-0014 or the Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to Biofuels Act.



Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



2. OIMB-OISMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Lubes Products

ISO 9001:2015 Certified

Department Circular No. DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDEES, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the lubes business in the downstream oil industry.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and its IRR and latest Department Circular Issuances
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized Application Form - Annex C (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
2. Checklist of Requirements - Annex C-1 (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
3. Company Profile Form – Annex C-2 (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
4. Executive briefer of operation (1) Certified True Copy	Applicant / Client
5. Business Registration <i>Any of the following:</i>	
5.A. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System
---- OR ----	



5.B. SEC Certificate of Registration and Articles of Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department / Corporate Filing and Records Division
6. Local Business Permit <i>Any of the following:</i>	
6.A. Business Permit (1) Certified True Copy	Corresponding Local Government Unit - Issuing Unit
---- OR ----	
6.B. Mayor's Permit (1) Certified True Copy	Corresponding Local Government Unit - Office of the Mayor
---- OR ----	
6.C. Peza Certificate for the applied business activity (1) Certified True Copy	Philippine Economic Zone Authority - Main Office / Field Office
7. Certificate of Accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Issuing Unit
8. BIR Registration for the Applied Business Activity (1) Certified True Copy	Bureau of Internal Revenue - Local Revenue District Office
9. Company Secretary's Certificate for Authorized Representative and Signatory (1) Certified True Copy	Applicant / Client
10. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier
<i>Remarks:</i> Processing Fee: Php 750.00 <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments thru</i> <i>1. DOE Cashier</i> <i>2. DOE Trust Fund Deposit;</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i>	



3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

Please do not settle your payment without an Order of Payment from our office.

For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department by sending a copy of the Deposit Slip together with the Order of Payment to DOE Collection Monitoring System (coms@doe.gov.ph). After validation, a scanned copy of the Official Receipt will be sent to your end.

For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company

Any of the following:

A.1.A. Secretary's Certificate (bearing the name of the representative)
(1) Certified True Copy

Applicant / Client

--- OR ---

A.1.B. Notarized Authorization Letter
(1) Certified True Copy

Applicant / Client

B. Additional supporting documents if the production plant and storage facility are constructed by the applicant.

B.1. Site, plant and storage facility layout plan with sufficient description and supported by blueprint copy with legend
(1) Certified True Copy

Applicant / Client

B.2. Fire prevention and response manual
(1) Certified True Copy

Applicant / Client

B.3. Lubes onshore (land) spill prevention and response manual
(1) Certified True Copy

Applicant / Client

B.4. Lubes offshore (water) spill prevention and response manual
(1) Certified True Copy

Applicant / Client

B.5. Occupancy Permit for the production plant and storage facility from the City or Municipality
(1) Certified True Copy

Local Government Unit - Issuing Unit

B.6. Fire Safety Inspection Certificate for the production plant and storage facility from the Bureau of Fire Protection
(1) Certified True Copy

Bureau of Fire - Issuing Unit

B.7. Environmental Compliance Certificate of the site, office building, storage and blending facility
(1) Certified True Copy

Department of Environment and Natural Resources - Environmental Management Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOC Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: <i>Make sure that application is stamped with date, time and initial of the receiving personnel.</i>	1.1. Receive copy of Official Receipt and forwarding of application to respective processor	None	7 hour/s	Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare memorandum of endorsement, evaluation/validation, lube business engagement acknowledgement letter and transmittal letter to client		2 working day/s	Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application		1 working day/s	Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau Director		1 working day/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director		1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of memorandum of endorsement, evaluation/validation, lube business engagement acknowledgement letter and transmittal letter to client		1 working day/s	Director; Oil Industry Management Bureau (OIMB)



	1.7. Endorse approved memorandum of endorsement, evaluation/validation, lubes business engagement acknowledgement letter and transmittal letter to client to OISMD		1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks - Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD). - Clients will be notified via email once the original copies are available for release and pick-up. - Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report using Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. OIMB-OISMD03 Issuance of Acknowledgement for the Notice to Import for Sale or Own Use - Lubes Products

Department Circular No. DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)														
Classification:	Complex														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Entities intending to import petroleum products specifically lube, grease and other petroleum products.														
Operating Hours:	7:00 AM - 4:00 PM														
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and its IRR and latest Department Circular Issuances														
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Annex F - Notice to Import for Sale or Own Use – Lube Products (1) Original Copy</td><td>Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division</td></tr> <tr> <td>2. Proforma Invoice or Commercial Invoice (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Product brochure/ bulletin (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Material Safety Data Sheet (MSDS) (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Official Receipt or Proof of Payment (1) Photo Copy</td><td>Department of Energy - Treasury Division / Cashier</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Annex F - Notice to Import for Sale or Own Use – Lube Products (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division	2. Proforma Invoice or Commercial Invoice (1) Photo Copy	Applicant / Client	3. Product brochure/ bulletin (1) Photo Copy	Applicant / Client	4. Material Safety Data Sheet (MSDS) (1) Photo Copy	Applicant / Client	5. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Annex F - Notice to Import for Sale or Own Use – Lube Products (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division														
2. Proforma Invoice or Commercial Invoice (1) Photo Copy	Applicant / Client														
3. Product brochure/ bulletin (1) Photo Copy	Applicant / Client														
4. Material Safety Data Sheet (MSDS) (1) Photo Copy	Applicant / Client														
5. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier														
<i>Remarks:</i> Processing Fee: Php 575.00 <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments thru</i> <i>DOE Cashier</i> <i>DOE Trust Fund Deposit;</i>															



Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

Please do not settle your payment without an Order of Payment from our office.

For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department by sending a copy of the Deposit Slip together with the Order of Payment to DOE Collection Monitoring System (coms@doe.gov.ph). After validation, a scanned copy of the Official Receipt will be sent to your end.

For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company
Any of the following:

A.1.A. Secretary's Certificate
(1) Photo Copy

Applicant / Client

---- OR ----

A.1.B. Notarized Authorization Letter
(1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOC Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: Make sure that application is stamped with date, time and	1.1. Receive copy Official Receipt and forward application to respective processor	None	7 hour/s	Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare Lubes Importation Acknowledgement Letter		2 working day/s	Science Research Specialist; Oil Industry Standards and Monitoring



<i>initial of the receiving personnel.</i>			Division (OISMD)
	1.3. Review, evaluate and act on the application	1 working day/s	Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau Director	1 working day/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of Lubes Importation Acknowledgement Letter	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved Lubes Importation Acknowledgement Letter to OISMD	1 hour/s	Administrative Staff; OIMB, Office of the Director

General Remarks

1. Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD).
2. Clients will be notified via email once the original copies are available for release and pick-up.
3. Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report using Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



4. OIMB-OISMD04 Issuance of Certificate of Fuel Additive Registration

Department Circular No. DC 2007-02-0001 entitled " Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749 and DC2020-03-0007 also known as Amending Certain Sections of Department Circular No. 2007-02-0001 entitled " Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749"

These Guidelines shall apply to the registration of fuel additives prior to its manufacture, importation, trade/market and use. Registration shall only cover the additive directly added to fuels such as gasoline, diesel, LPG, bunker emulsified bunker and other related products for internal and external combustion engines. Marker dyes, colorant and two-stroke (2T) lubricating oils directly mixed into the fuel shall be considered additive and are covered in this registration requirement.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Unless otherwise disqualified by law, persons or entities who manufacture process, repack, re-brand, market and use fuel additives shall register the Additive with this Bureau		
Operating Hours:	7:00 AM - 4:00 PM		
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and REPUBLIC ACT No. 8749 "AN ACT PROVIDING FOR A COMPREHENSIVE AIR POLLUTION CONTROL POLICY AND FOR OTHER PURPOSES" and their corresponding IRRs and latest Department Circular Issuances		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Notarized Registration Form (1) Original Copy		Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division	
2. Company profile with scope of operation, activity, business plan, investment cost, target market (consumer & geographical) and product supplier (1) Certified True Copy		Applicant / Client	
3. Business Registration Any of the following:			
3.A. DTI Registration (1) Certified True Copy		Department of Trade and Industry - Business Name Registration System	
---- OR ----			
3.B. SEC Registration (1) Certified True Copy		Securities and Exchange Commission - Company Registration and Monitoring	



	Department / Corporate Filing and Records Division
4. Local Business Permit <i>Any of the following:</i>	
4.A. Business Permit (1) Certified True Copy	Corresponding Local Government Unit - Issuing Unit
---- OR ----	
4.B. Mayor's Permit (1) Original Copy	Corresponding Local Government Unit - Office of the Mayor
5. Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau
6. Safety Data Sheet (1) Certified True Copy	Applicant / Client
7. Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration or dosage and purpose on the use of additive) (1) Certified True Copy	Applicant / Client
8. Documentary proof or evidence to support claims / purpose / benefits of the additive (e.g. comparison test on engine performance laboratory tests, PNS test if applicable etc.) and that it does not contribute to harmful emissions (e.g. comparison test on emission test) (1) Certified True Copy	Applicant / Client
9. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division / Cashier
<i>Remarks:</i> Processing Fee: Php 1,400.00 <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments thru</i> 1. DOE Cashier 2. DOE Trust Fund Deposit; <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i>	



3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

Please do not settle your payment without an Order of Payment from our office.

For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department by sending a copy of the Deposit Slip together with the Order of Payment to DOE Collection Monitoring System (coms@doe.gov.ph). After validation, a scanned copy of the Official Receipt will be sent to your end.

For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company
Any of the following:

A.1.A. Secretary's Certificate
(1) Original Copy

Applicant / Client

--- OR ---

A.1.B. Notarized Authorization Letter
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOC Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: <i>Make sure that application is stamped with date, time and initial of the receiving personnel.</i>	1.1. Receive copy of Official Receipt and forwarding of application to respective processor	None	7 hour/s	Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare Memorandum of Approval and Letter of Registration		2 working day/s	Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application		1 working day/s	Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)



	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau		1 working day/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director		1 working day/s, 4 hour/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of CFAR and letter of registration		1 working day/s, 4 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved CFAR and letter of registration to OISMD		1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks 1. Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD). 2. Clients will be notified via email once the original copies are available for release and pick-up. 3. Once the application has been approved, the client must submit the quarterly report using Annex 2 – OIMB Schedule VII A Template. This report should be submitted no later than the end of the month following the reporting period, as part of the client's obligations per DC 2007-02-0001 or the Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749.				
Total Processing Time:		Working Days: 8 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Oil Industry Competition and Monitoring Division (OICMD)

External Services



1. OIMB-OICMD01 Issuance of Acknowledgement for the NOTICE TO ENGAGE in the Downstream Oil Industry – Liquid Petroleum Products

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Refiner, Importer, Bulk Distributor, Own User and Terminal and/or Depot Owner/Lessor pursuant to Department Circular 2021-09-0029

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex A (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
2. Checklist of Requirements - Annex A-1 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
3. Company Profile Form – Annex A-2 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	
4. Refinery Profile – Annex A-3 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
5. Import Terminal / Depot Profile – Annex A-4 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau	



	(OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
6. List of Transport Motor Vehicle – Annex A-5 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
7. List of Transport Marine Vessel – Annex A-6 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
8. Attached Supporting Documents (1) Certified True Copy	Applicant / Client
Sub Requirement	
<i>8.A. Supporting documents for Refiner, Importer, Bunker Trader or Own User</i>	
8.A.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.A.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.A.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)



8.A.6. Certificate of accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Office of the District Collector
8.A.7. Bureau of Internal Revenue (BIR) permits (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
Sub Requirement	
<i>8.A.7.A. BIR registration for the applied business activity</i>	
<i>8.A.7.B. Permit to import petroleum products subject to Excise Tax</i>	
<i>8.A.7.C. Permit to operate storage facility/ies</i>	
8.A.8. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.A.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.A.10. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.A.11. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
<i>8.B. Supporting documents for Bulk Distributor</i>	
8.B.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.B.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.B.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business



	Permit and Licensing Office (BPLO)
8.B.6. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.B.7. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.B.8. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.B.9. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
8.B.10. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.11. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
<i>8.C. Supporting documents for Terminal Owner/Lessor</i>	
8.C.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.C.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.C.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.C.6. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office /



	Revenue District Office
8.C.7. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
<i>8.D. Additional supporting documents if the office building, storage and blending facility are owned by the applicant</i>	
8.D.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Applicant / Client
8.D.2. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.3. Petroleum product and biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.4. Petroleum product and biofuel offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.5. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau / Environmental Impact Assessment and Management Division
8.D.6. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Municipal Fire Marshall
8.D.7. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Office of the Building Official (OBO)
<i>8.E. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant</i>	
8.E.1. Valid lease agreement with the owner/operator of the site, office, storage and blending facilities (1) Certified True Copy	Applicant / Client
8.E.2. Valid transport contract with an Independent LPP and/or LPG Hauler (1) Certified True Copy	Applicant / Client
8.E.3. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Applicant / Client
8.E.4. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.5. Petroleum product and biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client



8.E.6. Petroleum product and biofuel offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.7. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau / Environmental Impact Assessment and Management Division
8.E.8. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Municipal Fire Marshall
8.E.9. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Office of the Building Official (OBO)
9. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy	Applicant / Client
10. Proof of payment of application fee (1) Certified True Copy	Department of Energy (DOE) - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1400.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center,	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)



Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.2. Assign to the respective processor	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the certificate of acknowledgement and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the certificate	4 hour/s	Administrative Aide; Oil



	of acknowledgement and the acknowledgement letter to the client.			Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. OIMB-OICMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Hauling Services (Bulk Level)

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Hauler of Liquid Petroleum Products, pursuant to Department Circular DC No. 2021-09-0021.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry as Hauling Services.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex B (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS</i>		
2. Checklist of Requirements - Annex B-1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-1</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS</i>		
3. Company Profile Form – Annex B-2 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-2</i>		



Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS	
4. Executive briefer of operation (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>In no specific format</i>	
5. Business Registration for the applied business activity from the Department of Trade and Industry (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Unit
6. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1) Certified True Copy	Local Government Unit (LGU) - Office of the City/Municipal Mayor
7. Bureau of Internal Revenue (BIR) Registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue Registration - Issuing Unit
<i>Remarks:</i> <i>for the applied business activity</i>	
8. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (LTO) (1) Certified True Copy	Land Transportation Office (LTO) - Issuing Unit
9. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (BFP) (1) Certified True Copy	Bureau of Fire Protection (BFP) - Issuing Unit
10. Calibration Certificate per transport vehicle from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - Issuing Unit
11. Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Issuing Unit
12. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1) Certified True Copy	Philippine Ports Authority (PPA) - Issuing Unit
13. Fire prevention and response manual for transport vehicle (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
14. Fire prevention and response manual for transport vessel (1) Original Copy	Applicant / Client
<i>Remarks:</i>	



<i>In no specific format</i>				
15. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>In no specific format</i>				
16. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>In no specific format</i>				
17. Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Must be notarized and can put multiple representatives</i>				
18. Proof of Payment of Application Fee (1) Certified True Copy			Department of Energy - Treasury Division	
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 1400.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt	1.1. Receive application	None	4 hour/s	• Administrative Aide; Oil Industry



Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.			Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the certificate of acknowledgement and	1 working day/s	Director; Oil Industry Management



	the acknowledgement letter to the client.			t Bureau (OIMB)
	1.8. Administrative Aide to release the certificate of acknowledgement and the acknowledgement letter to the client.		4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. OIMB-OICMD03 Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant

DOE-OIMB issuance of Certificate of Accreditation to qualified DOE-Regulated Refiner or Importer of Gasoline or Diesel. Included likewise are OWN USERS who import Gasoline or Diesel for own use pursuant to Department Circular DC No. 2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry with the following activities: 1. All Refiners and Importers who are engaged in the sale of gasoline and diesel in the Philippines; 2. Refiners and Importers who are engaged in the importation of bioethanol for domestic sale to other Importers or Refiners; Own users who import gasoline or diesel for own use.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Written request for Accreditation (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex A for New Applications while Annex B for Renewal</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CARB</i>		
2. DOE acknowledgment letter indicating that the Applicant is a duly acknowledged DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 (1) Certified True Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
3. Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by Bureau of Internal Revenue (BIR) (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office
4. Permit to produce Bioethanol-blended Gasoline (E Gasoline) and/or FAME-Blended Diesel Oil (B2) issued by BIR (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office



5. Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel issued by BIR (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office		
6. Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay out plan with corresponding pictures (1) Original Copy		Applicant / Client		
7. List of retail outlets, either company owned, on joint venture or on supply contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1) Original Copy		Applicant / Client		
8. Proof of Payment of Application Fee (1) Original Copy		Department of Energy - Treasury Division		
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 1000.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
9. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1) Original Copy		Applicant / Client		
10. For first time Gasoline Refiner or Importer, a projected initial volume of neat gasoline that will require Bioethanol blending for the covered quarter (presented by month) as basis for the issuance of LMA. This should be supported by either: (a) confirmation letter from any Bioethanol producer of the availability of sufficient Bioethanol to cover the required volume for blending which should be in excess of the committed volume already reported to DOE-Renewable Energy Management Bureau (REMB) or (b) confirmation letters from all Bioethanol producers that there is no such available excess hence importation will be allowed (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL



				E (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.		1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.		1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.		1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.		1 working day/s	Assistant Director; Oil Industry Management



				t Bureau (OIMB)
	1.7. Director to review and approve the Certificate of Accreditation and acknowledgement letter.		1 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the Certificate of Accreditation and acknowledgement letter.		4 hour/s	• Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks				
If Diesel Importer, no need to submit the last item				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. OIMB-OICMD04 Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

ISO 9001:2015 Certified

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry under the Republic Act 8479.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1) Certified True Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
2. Written Request for Endorsement (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex A</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>		
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Give detailed information</i>		
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Give detailed list of the cost of investment</i>		



5. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
6. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science		9 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring



	Research Specialist for review.		Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	3 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	1 working day/s, 4 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	1 working day/s, 4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. OIMB-OICMD06 Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Incentives Availment to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry under Republic Act No. 8479

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)																								
Classification:	Highly Technical																								
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																								
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration																								
Operating Hours:	8:00 AM - 5:00 PM																								
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Written Request for Endorsement (1) Original Copy</td><td>Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i> </td></tr> <tr> <td>2. Detailed description of the project that is subject for incentives availment (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> <tr> <td colspan="2">2.A. Description and details of equipment for importation (cost, supplier, loading date)</td></tr> <tr> <td colspan="2">2.B. Commercial invoice/ Purchase order</td></tr> <tr> <td colspan="2">2.C. Certificate of quality of equipment for importation</td></tr> <tr> <td>3. BOI Certificate of Registration of registered project prior to incentives availment (1) Original Copy</td><td>Department of Trade and Industry (DTI) - Board of Investments (BOI)</td></tr> <tr> <td>4. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Official Receipt</td><td>Department of Energy - Treasury</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Written Request for Endorsement (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>		2. Detailed description of the project that is subject for incentives availment (1) Original Copy	Applicant / Client	Sub Requirement		2.A. Description and details of equipment for importation (cost, supplier, loading date)		2.B. Commercial invoice/ Purchase order		2.C. Certificate of quality of equipment for importation		3. BOI Certificate of Registration of registered project prior to incentives availment (1) Original Copy	Department of Trade and Industry (DTI) - Board of Investments (BOI)	4. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client	5. Official Receipt	Department of Energy - Treasury
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																								
For Standard Requirement																									
1. Written Request for Endorsement (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)																								
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>																									
2. Detailed description of the project that is subject for incentives availment (1) Original Copy	Applicant / Client																								
Sub Requirement																									
2.A. Description and details of equipment for importation (cost, supplier, loading date)																									
2.B. Commercial invoice/ Purchase order																									
2.C. Certificate of quality of equipment for importation																									
3. BOI Certificate of Registration of registered project prior to incentives availment (1) Original Copy	Department of Trade and Industry (DTI) - Board of Investments (BOI)																								
4. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client																								
5. Official Receipt	Department of Energy - Treasury																								



(1) Photo Copy			Division	
Remarks: The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email. Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department. Processing Fee : Php 1000.00 Account Name : DOE Trust Fund Account Number : 3982-1098-59 Bank Address : Land Bank of the Philippines- Energy Center Branch Swift Code : TLBPPHMM Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and review of CSW Memo, Memorandum of Approval (MOA), Endorsement Certificate (EC) and Letter of Acknowledgement to proponent and endorse the evaluated		3 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)



	application to the Supervising Science Research Specialist for review.		
	1.4. Review and endorse the CSW Memo, Memorandum of Approval (MOA), Endorsement Certificate (EC) and Letter of Acknowledgement to proponent and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the evaluated application	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. OIMB Administrative Aide to endorse the application to Legal Services - Downstream Conventional Energy Legal Services Division	4 hour/s	Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.9. Receipt of CSW Memo for Legal Services/ Certificate of CSW; Review and endorsement of the proposed approval (MOA and EC) to the Office of the Undersecretary	3 working day/s	Legal Staff/Division Chief; Downstream Conventional Energy Legal Services Division (DCELSD)



			• Director; Legal Services (LS)
	1.10. Undersecretary to review and approve the application then Office of the Undersecretary Administrative Aide to endorse the application to the Office of the Secretary.	3 working day/s	• Undersecretary; Office of the Undersecretary • Administrative Aide; Office of the Undersecretary
	1.11. Secretary to review and approve the application then Office of the Secretary Administrative Aide to transmit the application to the OIMB, Office of the Director	4 working day/s	• Secretary; Office of the Secretary • Administrative Aide; Office of the Secretary
	1.12. OIMB Office of the Director Administrative Aide to receive the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	4 hour/s	• Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.13. OICMD Administrative Aide to receive and release the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	4 hour/s	• Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. OIMB-OICMD07 Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor

DOE-OIMB issuance of LTO to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor pursuant to Department Circular No.: [DC 2022-11-0037](#)

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form – Annex A (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Annex A - https://tinyurl.com/OICMD-LTOAF		
2. Checklist of Requirements – Annex A-1 (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF		
3. Company Profile Form – Annex A-2 (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Checklist of Requirements (Annex A1 – A6) - https://tinyurl.com/OICMD-LTOAF		
4. Refinery Profile Form – Annex A-3 (For Refiner) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i>		



<i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
5. Import Terminal/ Depot Profile Form – Annex A-4 (For all types of business activity) (1) Original Copy	Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
6. List of transport motor vehicle per total company basis with supporting documents - Annex A- 5 (1) Original Copy	Department of Energy - Oil Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
7. List of transport marine vessel per total company basis with supporting document - Annex A-6 (1) Original Copy	Department of Energy - Oil Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
8. Attached Supporting Documents (1) Certified True Copy	Applicant / Client
Sub Requirement	
<i>8.A. Supporting documents for Refiner, Importer, Bunker Trader or Own User</i>	
8.A.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.A.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.A.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	Local Government Unit (LGU) / Philippine Economic Zone



(1) Certified True Copy	Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.A.6. Certificate of accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Office of the District Collector
8.A.7. Bureau of Internal Revenue (BIR) permits (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
Sub Requirement	
<i>8.A.7.A. BIR registration for the applied business activity</i>	
<i>8.A.7.B. Permit to import petroleum products subject to Excise Tax</i>	
<i>8.A.7.C. Permit to operate storage facility/ies</i>	
8.A.8. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.A.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.A.10. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.A.11. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) - Ship Safety Division
<i>8.B. Supporting documents for Bulk Distributor</i>	
8.B.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.B.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.B.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department



8.B.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.B.6. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.B.7. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.B.8. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.B.9. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
8.B.10. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.11. BIR permit to operate storage facility/ies (1) Original Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy	LPG Industry Association / LPG Marketers Association / Philippine LPG Association - LPGIA / LPGMA / PLPGA
<i>8.C. Supporting documents for Terminal Owner/Lessor</i>	
8.C.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.C.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.C.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department



8.C.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.C.6. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.C.7. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.C.8. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy	LPG Industry Association / LPG Marketers Association / Philippine LPG Association - LPGIA / LPGMA / PLPGA
<i>8.D. Additional supporting documents if the office building, storage and blending facility are owned by the applicant</i>	
8.D.1. Site refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Local Government Unit / Private Company - Office of the Building Official
8.D.2. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.3. Petroleum product onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.4. Petroleum product offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.5. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau (EMB)
8.D.6. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.D.7. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit - Office of the Building Official
8.D.8. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1) Certified True Copy	Department of Labor and Employment (DOLE) - Bureau of Working Conditions (BWC)
<i>8.E. Additional supporting documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant</i>	
8.E.1. Valid lease agreement with the owner/operator of the site, office, storage and blending facilities	Applicant / Client



(1) Certified True Copy	
8.E.2. Valid transport contract with an Independent LPP and/or LPG Hauler (1) Certified True Copy	Applicant / Client
8.E.3. Site refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Local Government Unit / Private Company - Office of the Building Official
8.E.4. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.5. Petroleum product onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.6. Petroleum product offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.7. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau (EMB)
8.E.8. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.E.9. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit - Office of the Building Official
8.E.10. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1) Certified True Copy	Department of Labor and Employment (DOLE) - Bureau of Working Conditions (BWC)
9. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity (1) Original Copy	Department of Energy - Legal Services
10. Latest digital photograph (5R size with date/time stamp) of the display board showing the Facility registered business name (1) Original Copy	Applicant / Client
11. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
12. Proof of payment of application fee (1) Original Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i>	



Processing Fee : Php 3500.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.		10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.		2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated		2 working day/s	Chief Science



	application to the Assistant Director for approval.		Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	• Administrative Aide; Oil Industry Management Bureau (OIMB)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



7. OIMB-OICMD08 Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator pursuant to Department Circular DC 2022-11-0037.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry as Independent Bulk LPG Hauler.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex B (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>		
2. Checklist of Requirements - Annex B-1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-1</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>		
3. Company Profile Form – Annex B-2 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i>		



Annex B-2

Please refer to the attached link for the softcopy of the said requirement: <https://tinyurl.com/OICMD-LTOHS>

4. List of transport motor vehicle per total company basis with supporting documents - Annex B-3
(1) Original Copy

Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)

Remarks:

Annex B-3

Please refer to the attached link for the softcopy of the said requirement: <https://tinyurl.com/OICMD-LTOHS>

5. List of transport marine vessel per total company basis with supporting document - Annex B-4
(1) Original Copy

Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)

Remarks:

Annex B-4

Please refer to the attached link for the softcopy of the said requirement: <https://tinyurl.com/OICMD-LTOHS>

6. Executive briefer of operation
(1) Certified True Copy

Applicant / Client

Remarks:

In no specific format

7. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable), in accordance with Department Circular DC 2022-11-0037
(1) Certified True Copy

Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)

8. Securities and Exchange Commission Articles of Incorporation (if applicable)
(1) Certified True Copy

Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department

Remarks:

pursuant to Department Circular DC 2022-11-0037

9. Business/Mayor's Permit or PEZA Certificate for the applied business activity
(1) Certified True Copy

Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business



	Permit and Licensing Office (BPLO)
10. Bureau of Internal Revenue Registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
11. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
12. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
13. Calibration Certificate per transport vehicle from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
14. Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
15. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1) Certified True Copy	Philippine Ports Authority (PPA) - Port Management Office (PMO)
16. Fire prevention and response manual for transport vehicle (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
17. Fire prevention and response manual for transport vessel (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
18. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
19. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	



20. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>In no specific format</i>				
21. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity (1) Original Copy		Department of Energy (DOE) - Office of the Legal Services		
22. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name (1) Certified True Copy		Applicant / Client		
23. Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy And (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> <i>Must be notarized and can put multiple representatives</i>				
24. Proof of Payment of Application Fee (1) Photo Copy		Department of Energy - Treasury Division		
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 3500.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location:	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and



Philippine National Oil Company (PNOC) Building V, 3rd Floor, Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.			Monitoring Division (OICMD)
	1.2. Assign to the respective processor	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter and endorse the evaluated application to the Supervising Science Research Specialist for review.	10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the LTO application, evaluation sheet, and transmittal letter to the Chief Science Research Specialist for approval.	2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the LTO application, evaluation sheet, and transmittal letter to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)



	1.7. Director to review and approve the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.		1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.		1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. OIMB-OICMD09 Application for Registration - Prior to Commencement of LPG Facility Construction

DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor pursuant to Department Circular CD No. 2022-11-0037.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Annex 1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CORF		
2. Company Profile (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
3. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable), in accordance with Department Circular CD No. 2022-11-0037 (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
4. Articles of Incorporation (SEC) or its equivalent (DTI); (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
5. General Information Sheet (SEC) or its Equivalent (DTI) (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
6. Executive briefer of the facility for construction; (1) Original Copy		Applicant / Client
<i>Remarks:</i>		



In no specific format. Just include here the detailed information of the project to be constructed

7. Site and facility layout plan with sufficient description and legends (1) Original Copy	Applicant / Client
8. List of reference standards/codes used in the construction design (1) Original Copy	Applicant / Client
Remarks: <i>The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.</i>	
9. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client
10. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund
Account Number : 3982-1098-59
Bank Address : Land Bank of the Philippines- Energy Center Branch
Swift Code : TLBPPHMM
Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)



Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.2. Assign to the respective processor	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the	1 working day/s	Administrative Aide; Oil



	Certificate of Registration (COR) and the acknowledgement letter to the client.			Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. OIMB-OICMD10 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator in pursuant of Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Annex 7 (1) Original Copy		Oil Industry Management Bureau - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Annex 7 Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CORMV		
2. Company Profile (1) Original Copy		Applicant / Client
3. List of motor vehicles and/or marine vessels; (1) Original Copy		Applicant / Client
4. Certificate of Registration and official receipt per motor vehicle from Land Transportation Office (1) Original Copy		Land Transportation Office (LTO) - Registration Division
5. Conveyance permit per motor vehicle from the BFP (1) Original Copy		Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST (1) Original Copy		Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
7. Marine vessel registry and safety certificate from MARINA (1) Original Copy		Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division



8. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client
9. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division / Cashier

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Evaluate/process application and prepare Certificate of Registration		11 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review and endorse the Certificate of Registration to the Chief Science Research Specialist for review.		2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring



			Division (OICMD)
	1.4. Review and endorse the Certificate of Registration to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse Certificate of Registration to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Director to review and approve the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Administrative Aide to release the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



10. OIMB-OICMD11 Issuance to Notice to Import for Sale or Own Use - Liquid Petroleum Products

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry pursuant to Department Circular No. DC2021-09-0029.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products for sale or own use	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application of Import for Sale or For Own Use – Liquid Petroleum Products (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD11 - Notice to Import for Sale or Own Use- Liquid Petroleum Products (1).docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE).</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. Certificate of Quality/ Analysis from the Supplier (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		



Note: In the absence of COQ/COA, submit letter from supplier indicating that the imported sample is subject for testing in the country.

4. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For Gasoline and/or Diesel Importation:</i> Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates: • Annex B - Ethanol Compliance Reconciliation Form SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx • Annex B-1 - CME Compliance Reconciliation Form SAMPLE Annex B-1 — CME Compliance Reconciliation Report.xlsx <i>To be secured from OIMB-OICMD via shared drive.</i>	
5. EMB/DENR clearance pursuant to RA 6969, otherwise known as "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" in accordance with the Basel Convention, if importing the following products: a. Aviation Gasoline b. Slop/used water, sludges and similar petroleum products/by-products (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Environment & Natural Resources - Environmental Management Bureau
<i>Remarks:</i> <i>DENR-EMB</i>	
6. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents and crude oil (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>	
7. OIMB-Issued Acknowledgement Letter as a Downstream Oil Industry Participant (for first-time importers only) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>From OIMB-OICMD, DOE</i>	
8. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division



Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI ; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application and prepare Acknowledgement letter.		2 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter		1 working day/s	Division Chief; Oil Industry Competition



	to the Office of the Bureau Director.		and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	• Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	• Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	• Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)

General Remarks

NOTES:

- The applicant should be a registered Downstream Oil Industry participant.
- Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
- Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product and crude oil to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sale or Own Use of Liquid Petroleum Products within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



11. OIMB-OICMD12 Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application to Purchase Locally-Sourced Bioethanol or Biodiesel (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department Of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD12 - Notice to Purchase Locally-Sourced Bioethanol or Biodiesel.doc</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act"</i> <i>See note "Provided by Local Producer" Local Producer refers to the supplier of the biofuel product (bioethanol or CME) to be purchased locally (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by Local Producer</i>		
3. Certificate of Quality/Analysis (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



For Bioethanol: Certified true copy of the Certificate of Quality/Analysis with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by the Bioethanol producer

For Biodiesel: Certified true copy of the Certificate of Quality/Analysis submitted by the Biodiesel producer

4. Local Monthly Allocation (LMA) Issued by OIMB-OICMD for the applied quarter (Bioethanol) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Competition and Monitoring Division
5. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) / Oil Industry Competition and Management Division (OICMD)
Remarks: <i>For Purchased of Locally-Sourced Bioethanol and/or Biodiesel (CME):</i> Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates: Annex B - Ethanol Compliance Reconciliation Form SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx Annex B-1 - CME Compliance Reconciliation Form SAMPLE Annex B-1 — CME Compliance Reconciliation Report.xlsx To be secured from OIMB-OICMD via shared drive.	
6. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division
Remarks: <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 980.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application and prepare Acknowledgement letter.		2 working day/s	• Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	• Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.		1 working day/s	• Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.		1 working day/s	• Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.		1 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorsed approved Acknowledgement		4 hour/s	• Administrative Aide II; OIMB, Office



	Letter to respective division.			of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.		4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks NOTES: a. The applicant should be a registered Downstream Oil Industry participant. b. Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant. c. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days. This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the locally-sourced bioethanol or biodiesel to be purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Purchase Locally-Sourced Bioethanol or Biodiesel within seven (7) working days from receipt of complete application.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



12. OIMB-OICMD13 Issuance of Acknowledgement to Notice to Import Bioethanol

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application to Import Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD13 - Notice to Import Bioethanol.doc</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act".</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by Refiner or Importer (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Provided by supplier

4. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
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Remarks:

For Imported Bioethanol:

Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates:

- *Annex B - Ethanol Compliance Reconciliation Form [SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx](#)*

To be secured from OIMB-OICMD via shared drive.

5. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division
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Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St.,	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)



Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.2. Process application and prepare Acknowledgement letter.	2 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks a. The applicant should be a registered Downstream Oil Industry participant. b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry			



(DOI) Biofuel Participant.

c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.

d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period

e. Prior to endorsement for approval, evaluation/assessment will be done based on the submitted notice to import of gasoline and the projected sales of E-Gasoline for the applied quarter.

f. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



13. OIMB-OICMD14 Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice to Sell or Purchase Imported Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department Of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>Please download and fill out OIMB-OICMD14 - Notice to Sell or Purchase Imported Bioethanol.doc</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act".</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. BIR Permit to Purchase or Sale (whichever is applicable) of Imported Bioethanol (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Bureau of Internal Revenue - Excise Large Taxpayers Audit Division
<i>Remarks:</i>		



Issued by the BIR

4. Official Receipt (OR)
(1) Photo Copy And (1) Electronic Copy

Department of Energy - Treasury
Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application prepare Acknowledgement letter.		2 working day/s	Science Research Specialist ; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring



			Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)



General Remarks

- a. The applicant should be a registered Downstream Oil Industry participant.
- b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
- c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.
- d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period
- e. Prior to endorsement for approval, evaluation/assessment will be done based on the submitted notice to import of gasoline and the projected sales of E-Gasoline for the applied quarter.
- f. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



14. OIMB-OICMD15 Issuance to Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry pursuant to Department Circular No. DC2021-09-0029.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)																
Classification:	Complex																
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																
Who may avail:	Importer or Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products and bioethanol for sample testing.																
Operating Hours:	8:00 AM - 5:00 PM																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy</td><td>Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out OIMB-OICMD15 - Notice to Import for Sample Testing- Liquid Petroleum Products & Bioethanol.docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i> </td></tr> <tr> <td>2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Provided by supplier</i> </td></tr> <tr> <td>3. Certificate of Quality (COQ)/ Certificate of Analysis (COA) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Provided by supplier</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)	<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out OIMB-OICMD15 - Notice to Import for Sample Testing- Liquid Petroleum Products & Bioethanol.docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Provided by supplier</i>		3. Certificate of Quality (COQ)/ Certificate of Analysis (COA) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Provided by supplier</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)																
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out OIMB-OICMD15 - Notice to Import for Sample Testing- Liquid Petroleum Products & Bioethanol.docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>																	
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Provided by supplier</i>																	
3. Certificate of Quality (COQ)/ Certificate of Analysis (COA) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Provided by supplier</i>																	



Note: In the absence of COQ/COA, submit letter from supplier indicating that the imported sample is subject for testing in the country.

4. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>	
5. Airway Bill/Bill of Lading (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>	
6. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 980.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig.	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application prepare		2 working day/s	Science Research Specialist;



For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	Acknowledgement letter.		Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)

General Remarks

Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.



This notice application must indicate the details of the Importer or of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product or bioethanol to be imported for sample testing. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sample Testing -Liquid Petroleum Products and Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



Natural Gas Management Division (NGMD)

External Services



1. OIMB-NGMD01 Issuance of NOTICE TO PROCEED (NTP) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponents to proceed with the acquisition of permits/clearances from the national and local government agencies and financial closing prior to the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to develop Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical and financial documentation.		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Duly filled-out covering information sheet showing a brief profile of the Applicant (Annex A-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
Remarks: Use Annex A-1 General Information Sheet		
1.A.2. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to own and operate a PDNGI facility (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	
1.A.3. Certified true copy of the latest General Information Sheet (GIS) of the Applicant stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	
1.A.4. Certified true copy of Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate,	Securities and Exchange Commission (SEC) - Issuing Unit	



sign, and execute documents in relation to the application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	
1.B. Technical Documentation	
1.B.1. Applicant Profile (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an executive report indicating the following:</i> <i>A. Applicant</i> <i>1. Executive summary of the business operation of the Applicant;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Business direction and strategy; and</i> <i>6. Major accomplishments in the PDNGI Industry.</i> <i>B. Profile of the Applicant's Affiliates and joint venture</i> <i>1. Legal identity and business operation of the Applicant's Affiliates and joint ventures;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and</i> <i>6. Major accomplishments of the Affiliate or joint venture in the specific expertise to be contributed to the project.</i> <i>C. Applicant, its Affiliates, and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities; and</i> <i>D. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7- Documentary Requirements of Department Circular No. DC2025-04-0005.</i>	
1.B.2. Project Profile (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>A. General project description;</i> <i>B. Description of project site;</i> <i>Applicant shall comply with the following minimum requirements:</i> <i>1. Classified as heavy industrial zone; and</i> <i>2. Adequate exclusion zone.</i> <i>C. List of permitting requirements to be secured from the Government by the Applicant before construction;</i> <i>D. List of technical studies to be prepared by the Applicant before construction; and</i>	



E. Other pre-construction preparatory activities.

1.C. Financial Documentation

1.C.1. Work program and budget

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

This must indicate the following:

- 1. Acquisition or lease of project location/site;*
- 2. Permitting activities;*
- 3. Technical studies; and*
- 4. Other pre-construction preparatory activities*

1.C.2. Financial Documents

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

This contains the following:

A. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;

B. Original copy of the bank certification on the cash balance of the latest unaudited FS;

C. Board resolution appropriating funds for the work program; and

D. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

1. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders;

2. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and*
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest.*

3. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program.

1.C.3. Proposed Financial Closing methodology for the proposed PDNGI facility construction

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

1.C.4. Financial evaluation criteria



The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury
Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign the application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the NTP application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural		2 hour/s	Science Research Specialist; Natural Gas



	Gas -Review and Evaluation Committee meeting		Management Division (NGMD)
	1.7. Finalization of the issuance of NTP and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman / Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management



				t Division (NGMD)
General Remarks 1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines. 2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale. 3. Original copy of the above documents shall be presented to OIMB for authentication purposes. 4. Once application is approved, the applicant will be notified through email. 5. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005 6. Reportorial Requirements – refer to Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005				
Total Processing Time:			Working Days: 20 working day/s	
Total Processing Fee:			Total Standard Fee: None	

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			



2. OIMB-NGMD02 Issuance of PERMIT TO CONSTRUCT (PTC) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to construct Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which include the Environmental Compliance Certificate (ECC) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Applicable Endorsement and Building Permits from the Local Government Unit (LGU) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	National Commission on Indigenous Peoples (NCIP) - Issuing Unit	
1.A.4. Registration from the Department of Labor and Employment (DOLE) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.5. Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP)	Department of Interior and Local Government - Bureau of Fire	



(1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Protection
1.A.6. Other permits may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B. Technical Documentation	
1.B.1. Final Project Description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Description of the PDNGI Facility for construction and installation; 2. Plot plans and list of key buildings, components, systems, access roads, safety zones and distances; 3. Description of the functions of key buildings, components, systems, access roads, safety zones and distances; 4. List and description of technologies to be employed in the construction and installation; 5. Summary list with sufficient description of the Philippine or Internationally Accepted Codes and Standards specifically used as basis on the formulation of the plans and designs for the construction of buildings and other facilities and the installation of equipment including the materials used therein; and 6. Other relevant detailed engineering design information as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)	
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Work program and budget attached with Gantt Chart; 2. Detailed construction and installation work per activity with timelines of procurement and delivery indicating the start and completion date for each milestone; 3. Pre-commissioning and commissioning tests and start up for works and milestones; and 4. Description of the progress measurement system and method applied to monitor progress of the project. The Applicant shall use scheduling tools for ease of project progress and schedule monitoring (i.e. XER or MPT).	
1.B.3. Detailed description of the professional qualifications and experience of the project management team for construction, installation, testing and commissioning attached with an organizational chart indicating the groups/sections and their roles, functions, scope of work, etc (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Detailed description of manpower complement (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.5. Third-party safety and quality validation (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> <i>This contains the following:</i> 1. Safety and Quality Certificate on the design of the buildings, other facilities, and equipment to be installed; and 2. Safety and Quality Certificate of the materials to be used on the construction, facilities, and equipment.	
1.B.6. Environmental (land, air, water and people) impact identification, prevention and mitigation assessment report of the proposed infrastructure and processes on the proposed site consistent with the Philippine Environmental Impact Statement System (EISS) Law and its implementing rules (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.7. Geologic, oceanographic, seismic, atmospheric, and security hazard identification, prevention and mitigation assessment report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains but not limited the following:</i> 1. Offshore Wind and Wave Study; 2. Wave Transformation Modeling Study; 3. Hydrodynamic (Flow) Modeling Study; 4. Navigational Simulations (Fast-time); 5. Simplified Downtime Assessment; 6. Tsunami Modeling Study; 7. Typhoon Modeling Study; 8. Quantitative Risk Assessment; and 9. Other related studies;	
1.B.8. Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Environmental Risk Assessment and Management Plan 2. Occupational Health and Safety Risk Assessment and Management Plan 3. Facility Security Risk Assessment and Management Plan 4. Disaster/Emergency Preparedness and Response Plan 5. Other areas of concern that the Permit Holder may deem necessary.	
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i>	



1. Permitting activities;
2. Construction, installation, testing and commissioning; and
3. Other related activities

1.C.2. Financial documents

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

This contains the following:

1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
2. Original copy of the bank certification on the cash balance of the latest unaudited FS;
3. Board resolution appropriating funds for the work program; and
4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest.

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial Evaluation Criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete	1.1. Receive application and endorse to Division	None	30 minute/s	• Administrative Staff;



requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Chief		Natural Gas Managemen t Division (NGMD)
	1.2. Review and assign application to case handler	30 minute/s	Chief Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTC application	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.7. Finalization of the issuance of PTC and relevant documentation	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	2 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee



	1.9. Review and endorse application for Secretary's approval		2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
	1.10. Review and approve the endorsed application. Once approved, the Administrative Staff shall forward the application to the OIMB-Office of the Director.		2 working day/s	- Secretary; Office of the Secretary - Administrative Staff; Office of the Secretary
	1.11. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.12. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

- Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
- Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
- Original copy of the above documents shall be presented to OIMB for authentication purposes.
- If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that



- the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.
 6. Reportorial Requirements - refer to [*Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005*](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



3. OIMB-NGMD03 Issuance of PERMIT TO EXPAND (PTE) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the expansion of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to expand the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTE application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTE and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



4. OIMB-NGMD04 Issuance of PERMIT TO REHABILITATE (PTR) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the rehabilitation of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to rehabilitate the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTR application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTR and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



5. OIMB-NGMD05 Issuance of PERMIT TO MODIFY (PTM) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the modification of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to modify Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTM application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTM and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



6. OIMB-NGMD06 Issuance of PERMIT TO OPERATE AND MAINTAIN (POM) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent the operation and maintenance of the completed construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to operate and maintain Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Updated and applicable regulatory permits from the DENR which includes the ECC (3) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Updated Business Permits for Operation from the LGU (3) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Updated Registration and Permit to Operate from the DOLE (3) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Updated Fire Safety Inspection Certificate from the Bureau of Fire Protection (3) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits may be required by law or rules and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (3) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Completion requirement (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This consists of the following:</i> 1. Mechanical completion certificate issued by the EPC contractor and concurred to by the Permit Holder; 2. Final testing and commissioning certificate issued by the EPC contractor and concurred to by the Permit Holder; and 3. Final project completion acceptance certificate issued by the EPC contractor and concurred to by the Permit Holder	
1.B.2. Final plot plans and list of key buildings, components, systems, access roads, safety zones and distances (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.3. Description of the functions of key buildings, components, systems, access roads, safety zones and distances (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Operational process flow with diagram (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.5. HSSE Risk Assessment and Management Plan (Operation Phase) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Environmental Risk Assessment and Management Plan 2. Occupational Health and Safety Risk Assessment and Management Plan 3. Facility Security Risk Assessment and Management Plan 4. Disaster/ Emergency Preparedness and Response Plan 5. Corporate Social Responsibility Program 6. Other areas of concern that the Permit Holder may deem necessary	
1.B.6. Description and schedule of maintenance activities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Proposed operation and maintenance work program and budget for the first year of operation (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C.2. Financial Documents (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i>	



1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
2. Original copy of the bank certification on the cash balance of the latest unaudited FS;
3. Board resolution appropriating funds for the work program; and
4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed operation and maintenance for the first year of operation.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management



			t Division (NGMD)
1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application	10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group	
1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the POM application	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.7. Finalization of the issuance of POM and relevant documentation	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	2 working day/s	• Members; Downstream Natural Gas Review and Evaluation Committee	
1.9. Review and endorse application for Secretary's approval	2 working day/s, 4 hour/s	• Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee • Chairman/U ndersecretar	



			y; Downstream Natural Gas Review and Evaluation Committee Administrative Staff; Office of the Undersecretary
	1.10. Review and approve the endorsed application. Once approved, the Administrative Staff shall forward the application to the OIMB-Office of the Director.	2 working day/s	- Secretary; Office of the Secretary - Administrative Staff; Office of the Secretary
	1.11. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.12. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)



Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



7. OIMB-NGMD07 Issuance of the Participant Accreditation for SUPPLIER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement or production and selling of indigenous or imported LNG to gas buyers in the Philippines or abroad

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the procurement or production and selling of indigenous or imported LNG to gas buyers in the Philippines or abroad
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of Participant Accreditation as Supplier and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
4. Once application is approved, the applicant will be notified through email.
5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



8. OIMB-NGMD08 Issuance of the Participant Accreditation for AGGREGATOR

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement of indigenous natural gas, combining it with imported LNG, and selling the aggregated gas to gas buyers in the Philippines or abroad

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the procurement of indigenous natural gas, combining it with imported LNG, and selling the aggregated gas to gas buyers in the Philippines or abroad
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and; 5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> 1. Legal identity; 2. Business Information 3. Major accomplishments in natural gas industry; and 4. Organizational chart of the executive officers and the project management team	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
13. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 14,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the		1 working day/s	Science Research Specialist; Natural Gas



	Downstream Natural Gas-Review and Evaluation Committee		Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Participant Accreditation as Aggregator and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified	30 minute/s	Administrative Staff; Natural Gas Management



	of the approval of their application.			t Division (NGMD) Science Research Specialist; Natural Gas Management Division (NGMD)
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General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
4. Once application is approved, the applicant will be notified through email.
5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



9. OIMB-NGMD09 Issuance of the Participant Accreditation for RESELLER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement of natural gas from a Supplier or Aggregator and reselling it to gas buyers in the Philippines

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the procurement of natural gas from a Supplier or Aggregator and reselling it to gas buyers in the Philippines
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



1.7. Finalization of the issuance of Participant Accreditation as Reseller and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the



- use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
 4. Once application is approved, the applicant will be notified through email.
 5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
 6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



10. OIMB-NGMD10 Issuance of the Participant Accreditation for BUNKER TRADER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the sale of natural gas as fuel of domestic or foreign marine vessels

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the sale of natural gas as fuel of domestic or foreign marine vessels
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Electronic Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



1.7. Finalization of the issuance of Participant Accreditation as Bunker Trader and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the



- use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes;
 4. Once application is approved, the applicant will be notified through email.
 5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
 6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



11. OIMB-NGMD11 Issuance of the Acknowledgement to EXPORT LIQUEFIED NATURAL GAS (ATE-LNG)

Department Circular No.: [DC2025-04-0005](#)

The Acknowledgement to Export LNG for Downstream Natural Gas Industry Participants as well as provide the proof that the exporter complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the exportation of LNG
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notice to Export (Annex B-4) (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following details:</i> 1. Business Name of the Participant and Accreditation Number.; 2. Quantity 3. Estimated date of loading and arrival; 4. Business Name of Buyer; 5. Estimated FOB price, freight, insurance cost and other exportation costs; 6. Vessel name and voyage number; and 7. Country of destination, with both ports of loading and unloading. Accomplish this template, Annex B-4 - Notice to Export LNG, and attach the photocopy of the Pro-forma Invoice as supporting document.	
2. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>Total Fees: PHP 1,500</i>	
3. Post-Exportation Notice (Annex B-5) (1) Original Copy	Applicant / Client
<i>Remarks:</i> Accomplish this template, Annex B-5 - Post-exportation Notice, and attach the photocopy of the following supporting documents:	



1. Commercial Invoice;
2. Export bill of lading; and
3. Certificate of quality;

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Process application and prepare Acknowledgement to Export LNG		2 working day/s, 6 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.4. Review, evaluate and act on the application		1 working day/s	• Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate, and act on the application, and endorse to Office of the Bureau Director		1 working day/s	• Division Chief; Natural Gas Management Division (NGMD)
	1.6. Review and endorse application for Director's approval		1 working day/s	• Assistant Director; OIMB, Office of the Director
	1.7. Review and approve endorsed application		1 working day/s	• Director; OIMB, Office



			of the Director
	1.8. Release approved application to respective division	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Notice to Export must be submitted to OIMB not later than seven (7) working days prior to loading of every exportation.
3. Post-exportation Notice must be submitted to OIMB not later than twenty (20) working days after loading of every exportation.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
6. Once application is approved, the applicant will be notified through email.
7. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
8. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



12. OIMB-NGMD12 Issuance of the Acknowledgement to IMPORT LIQUEFIED NATURAL GAS (ATI-LNG)

Department Circular No.: [DC2025-04-0005](#)

The Acknowledgement to Import LNG for Downstream Natural Gas Industry Participants as well as provide proof that the importer complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the importation of LNG
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notice to Import (Annex B-2) (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following details:</i> 1. Business Name of the Participant and Accreditation Number; 2. Quantity; 3. Product Specification; 4. Estimated date of loading and arrival; 5. Supplier; 6. Estimated FOB price, freight, insurance cost and other importation costs; 7. Vessel name and voyage number; and 8. Country of origin and destination, with both ports of loading and unloading Accomplish this template, Annex B-2 - Notice to Import LNG, and attach the photocopy of the Pro-forma Invoice as supporting document.	
2. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>Total Fees: PHP 1,500</i>	
3. Post-Importation Notice (Annex B-3) (1) Original Copy	Applicant / Client
<i>Remarks:</i>	



Accomplish this template, [Annex B-3 - Post-importation Notice](#), and attach the photocopy of the following supporting documents:

1. Commercial Invoice;
2. Import bill of lading;
3. Certificate of Quality;
4. Final import entry declaration;
5. Statement of Settlement of Duties and Taxes (SSDT)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOB Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Process application and prepare Acknowledgement to Import LNG		2 working day/s, 6 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.4. Review, evaluate and act on the application		1 working day/s	Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate, and act on the application, and endorse to Office of the Bureau Director		1 working day/s	Division Chief; Natural Gas Management Division (NGMD)
	1.6. Review and endorse application for Director's approval		1 working day/s	Assistant Director; OIMB, Office



				of the Director
	1.7. Review and approve endorsed application.		1 working day/s	Director; OIMB, Office of the Director
	1.8. Release approved application to respective division		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Notice to Import must be submitted to OIMB not later than seven (7) working days prior to loading of every exportation.
3. Post-importation Notice must be submitted to OIMB not later than twenty (20) working days after loading of every exportation.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
6. Once application is approved, the applicant will be notified through email.
7. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
8. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



13. OIMB-NGMD13 Issuance of APPROVAL OF ASSIGNMENT OR TRANSFER OF PERMIT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes the proponents to assign or transfer the permit for the Downstream Natural Gas Facilities from one juridical entity to another

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to assign or transfer permits of downstream natural gas facilities from one juridical entity to another	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.2. Certified true copy of the assignment agreement (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.3. Original copy of the Secretary's Certificate showing authority of the Permit Holder and assignee's representatives to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.4. Original copy of the Permit Holder's Secretary's certificate attesting the issuance of a board resolution authorizing the assignment or transfer of the Permit attached with the certified true copy of the board resolution (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.5. Original copy of the assignee's Secretary's certificate attesting the issuance of a board resolution authorizing the assumption of the Permit including all the responsibilities and	Applicant / Client	



obligations therein attached with the certified true copy of the board resolution (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
1.A.6. Business profile of the assignee (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.A.7. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered assignee. The corporate purpose of the assignee shall include authority to own and operate the PDNGI facility subject of assumption; and (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.A.8. Certified true copy of the latest General Information Sheet (GIS) of the assignee stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.B. Technical Documentation	
1.B.1. Profile of Assignee or Buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>1. Legal identity and business operation of the assignee or buyer;</i> <i>2. Executive briefer describing the ability and competence of the assignee to take over the Permit or the buyer to assume control of the Permit Holder;</i> <i>3. List of executive officers and their professional qualification and experience;</i> <i>4. List of project management team and their professional qualification and experience;</i> <i>5. Organizational chart of the executive officers and the project management team.</i> <i>6. Business direction and strategy; and</i> <i>7. Major accomplishments in the PDNGI Industry.</i>	
1.B.2. Profile of the Assignee or Buyer's Affiliates and joint ventures (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>1. Legal identity and business operation of the assignee or buyer's Affiliates and joint ventures;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and</i> <i>6. Major accomplishments of the Affiliate or joint venture on the specific expertise to be contributed to the project.</i>	
1.B.3. Applicant and its Affiliates and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



1.B.4. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
1.C. Financial Documentation of the Assignee or Buyer				
1.C.1. Work program and budget for the remaining work program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
Remarks: <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program				
1.C.3. Financial evaluation criteria				
The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Assignment or Transfer of Permit and relevant documentation		2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)



	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Applications for Approval of Assignment or Transfer of Permit must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the



Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.

3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



14. OIMB-NGMD14 Issuance of APPROVAL OF CHANGE IN CONTROL for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes the proponents to change the control of the Downstream Natural Gas Facilities from one juridical entity to another

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to change the control of downstream natural gas facilities from one juridical entity to another	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Application letter from the Permit Holder addressed to the DNG-REC Chair requesting approval of a planned sale of shares that will result in a change of control (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.2. Original copy of the Secretary's Certificate showing authority of the Permit Holder and buyer's representatives to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.3. Business profile of the buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.4. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered buyer. The corporate purpose of the buyer shall include authority to own and operate the PDNGI facility subject of assumption (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	



1.A.5. Certified true copy of the latest General Information Sheet (GIS) of the buyer stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.B. Technical Documentation	
1.B.1. Profile of Assignee or Buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Legal identity and business operation of the assignee or buyer; 2. Executive briefer describing the ability and competence of the assignee to take over the Permit or the buyer to assume control of the Permit Holder; 3. List of executive officers and their professional qualification and experience; 4. List of project management team and their professional qualification and experience; 5. Organizational chart of the executive officers and the project management team. 6. Business direction and strategy; and 7. Major accomplishments in the PDNGI Industry.	
1.B.2. Profile of the Assignee or Buyer's Affiliates and joint ventures (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Legal identity and business operation of the assignee or buyer's Affiliates and joint ventures; 2. List of executive officers and their professional qualification and experience; 3. List of project management team and their professional qualification and experience; 4. Organizational chart of the executive officers and the project management team; 5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and 6. Major accomplishments of the Affiliate or joint venture on the specific expertise to be contributed to the project.	
1.B.3. Applicant and its Affiliates and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation of the Assignee or Buyer	
1.C.1. Work program and budget for the remaining work program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



Remarks:

This contains the following:

1. *Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
2. *Original copy of the bank certification on the cash balance of the latest unaudited FS;*
3. *Board resolution appropriating funds for the work program; and*
4. *If the committed working capital is insufficient, the Applicant may avail any of the following support funding:*

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- *A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
- *Original copy of the bank certification on the cash balance of the latest unaudited FS; and*
- *Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest*

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)



1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Change in Control and relevant documentation	2 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	• Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	• Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee • Chairman/Undersecretary; Downstream



				Natural Gas Review and Evaluation Committee • Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	• Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD) • Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Applications for Approval of Change in Control must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



15. OIMB-NGMD15 Issuance of APPROVAL OF DECOMMISSIONING AND ABANDONMENT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the decommissioning and abandonment of the Downstream Natural Gas Facilities

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to decommission and abandon the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
<i>1.A. Legal Documentation</i>		
1.A.1. Certified true copy of regulatory permits required from government agencies and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Other government agencies - Issuing Unit	
<i>1.B. Technical Documentation</i>		
1.B.1. Decommissioning and Abandonment Plan (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
<i>Remarks:</i> <i>This contains the following:</i> 1. Description of the proposed decommissioning and abandonment activities with timeline and budgetary requirements; 2. Work activities timeline and budgetary requirements; 3. HSSE Risk Assessment and Management Plan • Environmental Risk Assessment and Management Plan;		



- Occupational Health and Safety Risk Assessment and Management Plan;
- Facility Security Risk Assessment and Management Plan
- Disaster/Emergency Preparedness and Response Plan; and
- Other areas of concern that the Permit Holder may deem necessary

4. List of Philippine or Internationally Accepted Standards to be utilized during implementation

5. Description of the project management team:

- Complete name;
- Nationality;
- Position;
- Qualification;
- Specialization/expertise;
- Experience;
- Role/responsibilities; and
- Certifications/trainings

1.C. Financial Documentation

1.C.1. Certified true copy of the latest available decommissioning fund
(1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

1.C.2. Financial evaluation criteria

The available decommissioning fund shall be able to support one hundred percent (100%) of the proposed work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group



1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Decommissioning and Abandonment and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the



				Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for Approval of Decommissioning and Abandonment must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					



Office Groups and Divisions					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



16. OIMB-NGMD16 Issuance of EXTENSION OF PERMIT VALIDITY for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes Permit Holders to perform their permitted activities in relation to Downstream Natural Gas Facilities for an extended period

Office or Division:	Natural Gas Management Division (NGMD)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Permit Holders intending to extend the validity of their permit for downstream natural gas facilities														
Operating Hours:	8:00 AM - 5:00 PM														
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)														
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) </td></tr> <tr> <td>3. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)		3. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS;	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client														
2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client														
<i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)															
3. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client														
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS;															



3. Board resolution appropriating funds for the work program; and

4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

4. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group



1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Extension of Permit Validity and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the



				Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application for Extension of Permit Validity must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Application for Extension of Permit Validity must be submitted to DOE thirty (30) working days prior to the expiration of the Permit.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
6. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					



Office Groups and Divisions					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



17. OIMB-NGMD17 Issuance of SPECIAL PERMIT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes Own-Use and TPA Permit Holders to enter into TPA and Own-Use arrangements, respectively

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Own-Use and TPA Permit Holders intending to enter into TPA and Own-Use arrangements, respectively			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application letter addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
2. Feasibility study showing that the utilization of the PDNGI facility is necessary and the most feasible to address supply of natural gas for Own-Use or TPA, whichever is applicable (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
3. Terms and conditions of offer for TPA and terms and conditions use in case of Own-Use (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
4. Certification issued by the PCC that the proposed Own-Use or TPA will not result in anti-competitive behavior (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Philippine Competition Commission (PCC) - Issuing Unit	
5. Clearance of no pending administrative penalty issued by the DOE-Office of the Legal Services (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Department of Energy (DOE) - Legal Services	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)



Drive, Bonifacio Global City, Taguig City	1.2. Review and assign application to case handler	30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Special Permit and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved	2 working day/s, 4 hour/s	Vice Chairman / Assistant Secretary; Downstream



	application to the OIMB - Office of the Director.			Natural Gas Review and Evaluation Committee • Chairman/U ndersecretar y; Downstream Natural Gas Review and Evaluation Committee • Administrativ e Staff; Office of the Undersecret ary
	1.10. Receive and release of approved application to NGMD		30 minute/s	• Administrativ e Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	• Administrativ e Staff; Natural Gas Managemen t Division (NGMD) • Science Research Specialist; Natural Gas Managemen t Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application for Special Permit must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purpose.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.
5. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend



Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



**Retail Market Monitoring and Special Concerns Division
(RMMSCD)
External Services**



1. OIMB-RMMSCD01 Application for Registration - Prior to Commencement of LPG Facility Construction

This service facilitates the initial processing for the purpose of registration of an LPG facility prior to the commencement of construction.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
Classification:	Complex																						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																						
Who may avail:	Entities intending to engage in the Downstream Oil Industry prior to commencement of construction particularly for LPG Refiller and Centralized LPG Piping System Owner/Operator																						
Operating Hours:	8:00 AM - 5:00 PM																						
Statute:	Section 18.1 of DC 2022-11-0037 states that pursuant to Sections 4.2 (d) (i) and 22.1 of the LPG Industry Regulation Act's IRR, no natural or juridical person shall commence the construction of a Refinery, Terminal and/or Depot, Refilling Plant, and Centralized Piping System without first securing a registration with the DOE																						
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 1) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> 3. Business Registration of the Applied Business Activity <i>Any of the following:</i> </td></tr> <tr> <td>3.A. SEC Registration (1) Certified True Copy</td><td>Security and Exchange Commission - Issuing Unit</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> If application is a Corporation </td></tr> <tr> <td colspan="2" style="text-align: center;">---- OR ----</td></tr> <tr> <td>3.B. DTI Registration (1) Certified True Copy</td><td>Department of Trade and Industry - Business Name Registration System</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 1) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. Business Registration of the Applied Business Activity <i>Any of the following:</i>		3.A. SEC Registration (1) Certified True Copy	Security and Exchange Commission - Issuing Unit	<i>Remarks:</i> If application is a Corporation		---- OR ----		3.B. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 1) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
2. Company Profile (1) Original Copy	Applicant / Client																						
3. Business Registration of the Applied Business Activity <i>Any of the following:</i>																							
3.A. SEC Registration (1) Certified True Copy	Security and Exchange Commission - Issuing Unit																						
<i>Remarks:</i> If application is a Corporation																							
---- OR ----																							
3.B. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System																						
<i>Remarks:</i>																							



<i>If application is a single proprietorship</i>	
---- OR ----	
3.C. CDA Registration (1) Certified True Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
4. Executive Briefer of the Facility for Construction (1) Original Copy	Applicant / Client
5. Site and Facility Layout Plan (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Site and facility layout plan must have sufficient description and legends</i>	
6. List of Reference Standards/Codes used in the construction design (1) Original Copy	Applicant / Client
7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> Fee: PhP 1,000.00 <i>1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.</i> <i>2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)</i> <i>Notes/Instructions:</i> <i>1. Payment can be done via walk-in or via mail</i> <i>2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".</i>	
For Situational Requirement	
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf	
A.1. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client



A.2. Company ID

(1) Photocopy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application		3 working day/s	Assistant Director; Oil Industry Management



	and documents to the Office of the Bureau Director for approval			t Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	• Director; Oil Industry Management Bureau (OIMB) • Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. OIMB-RMMSCD02 Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename

This service is for the purpose of an applicant to register their own trademark or trade name of an LPG Cylinder.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Entities intending to sell a particular trademark or trade name via LPG filled cylinder.																		
Operating Hours:	8:00 AM - 5:00 PM																		
Statute:	This service under Department Circular No. DC2022-11-0037 facilitates the initial processing for the purpose of registration of a particular trademark or trade name.																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 2) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. IPO Certificate of Registration (1) Certified True Copy</td><td>Intellectual Property Office - Trademark Services</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> You may also submit a photocopy of the IPO Certificate of Registration </td></tr> <tr> <td>4. Proof of payment of application fee or official receipt (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 2) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. IPO Certificate of Registration (1) Certified True Copy	Intellectual Property Office - Trademark Services	<i>Remarks:</i> You may also submit a photocopy of the IPO Certificate of Registration		4. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client	<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application for Registration - Application Form (Annex 2) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																		
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																			
2. Company Profile (1) Original Copy	Applicant / Client																		
3. IPO Certificate of Registration (1) Certified True Copy	Intellectual Property Office - Trademark Services																		
<i>Remarks:</i> You may also submit a photocopy of the IPO Certificate of Registration																			
4. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client																		
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.																			



2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the applicant
(1) Original Copy

Applicant / Client

A.2. Company ID
(1) Photocopy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application		3 working day/s	Supervising Science Research Specialist; Retail



	and documents to the Division Chief		Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. OIMB-RMMSCD03 Application for Registration by a Refiller - Authority to Fill Third-Party Trademark or Tradename

This service facilitates the initial processing for the purpose of registration of an LPG refilling facility to refill LPG cylinders for a third-party trademark owner or marketer.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of refilling LPG cylinders for a third-party trademark owner or marketer.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Section 20.2 of DC2022-11-0037 states that A refiller who is likewise a Trademark owner or marketer is automatically authorized to fill its own trademark or trade name upon issuance of the LTO without need of applying for this registration. Otherwise, this requirement is in line with the LTO as LPG Refiller	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Application Form (Annex 3) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller and the Third-party Trademark Owner or Marketer (1) Original Copy		Applicant / Client
3. License to Operate of LPG Refiller (1) Photo Copy		Applicant / Client
4. License to Operate of Third-party Trademark Owner or Marketer (1) Photo Copy		Applicant / Client
5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy		Applicant / Client
6. Certificate of Registration by a Trademark Owner or Marketer - LPG Seal (1) Photo Copy		Applicant / Client
7. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client



Remarks:

Fee: PhP 1,000.00 per trademark or trade name basis

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant
(1) Original Copy

Applicant / Client

Sub Requirement

A.1.A. Company ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	• Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	• Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of		3 working day/s	• Supervising Science



applicants outside Metro Manila only	evaluated Certificate of Registration application and documents to the Division Chief		Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



4. OIMB-RMMSCD04 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

This service facilitates the initial processing for the purpose of registration of an LPG facility to sell LPG cylinders

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Entities intending to engage in the business of selling LPG in cylinders.																		
Operating Hours:	8:00 AM - 5:00 PM																		
Statute:	Section 21.1 of DC2022-11-0037 states that a dealer or retailer shall register all trademark or trade name it is authorized to sell via LPG-filled pressure vessel upon application for the issuance of LTO and any additional trademark or trade name it is authorized to sell after the issuance of the LTO																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 4) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer </td></tr> <tr> <td>3. License to Operate of LPG Refiller or Dealer (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. License to Operate of Trademark Owner or Marketer (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 4) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy	Applicant / Client	<i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer		3. License to Operate of LPG Refiller or Dealer (1) Photo Copy	Applicant / Client	4. License to Operate of Trademark Owner or Marketer (1) Photo Copy	Applicant / Client	5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application for Registration - Application Form (Annex 4) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																		
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																			
2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer																			
3. License to Operate of LPG Refiller or Dealer (1) Photo Copy	Applicant / Client																		
4. License to Operate of Trademark Owner or Marketer (1) Photo Copy	Applicant / Client																		
5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy	Applicant / Client																		



6. Certificate of Registration by a Trademark Owner or Marketer - LPG Seal (1) Photo Copy		Applicant / Client		
7. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf				
A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant (1) Original Copy		Applicant / Client		
Sub Requirement				
A.1.A. Company ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	• Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phonecall or email that the Certificate of	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	• Science Research Specialist; Retail Market Monitoring



Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only				and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



5. OIMB-RMMSCD05 Application for Registration by a Trademark Owner or Marketer - LPG Seal

This service facilitates the initial processing for the purpose of registration of an LPG Seal intended for a particular trademark or tradename.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Entities intending to engage in the sale of LPG-filled cylinders with an LPG seal intended for a particular trademark or tradename.																		
Operating Hours:	8:00 AM - 5:00 PM																		
Statute:	Section 22.3 of DC2022-11-0037 states that the application for registration of an LPG seal shall require the simultaneous application for the issuance of Trademark or Trade name registration and LTO as a trademark owner or marketer of such LPG Seal																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 5) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or Tradename and their respective manufacturer or importer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Actual Samples of LPG Seal </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 5) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or Tradename and their respective manufacturer or importer (1) Original Copy	Applicant / Client	3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy	Applicant / Client	4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy	Applicant / Client	5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy	Applicant / Client	<i>Remarks:</i> Actual Samples of LPG Seal	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application for Registration - Application Form (Annex 5) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																		
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																			
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3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy	Applicant / Client																		
4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy	Applicant / Client																		
5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> Actual Samples of LPG Seal																			



6. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf				
A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant (1) Original Copy		Applicant / Client		
A.2. Company ID Name of Representative and Agency				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phone call or official email that the Certificate of Registration is ready for release	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns



Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief	3 working day/s	Division (RMMSCD) Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. OIMB-RMMSCD06 Application for Registration - Bulk Consumer

This service under Department Circular No. DC2022-11-0037 facilitates the initial processing for the purpose of registration of facility using LPG at large quantities for its own use.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
Classification:	Complex																						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																						
Who may avail:	Entities intending to purchase LPG at large quantities for its own use, requires bulk storage of LPG, and does not, in any way, engage in the distribution or sale of LPG to the end consumer																						
Operating Hours:	8:00 AM - 5:00 PM																						
Statute:	Section 23.1 of DC2022-11-0037 states that a bulk consumer shall register with the DOE prior to its commercial use of LPG. The OIMB or Field Offices have the authority to verify and validate all documents and may further require a presentation of the applicant's profile in a pre-application conference.																						
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 6) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Site and Facility Layout Plan (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Site and facility layout plan must have sufficient description and legends </td></tr> <tr> <td>5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Proof of payment of application fee or official receipt (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 6) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client	4. Site and Facility Layout Plan (1) Original Copy	Applicant / Client	<i>Remarks:</i> Site and facility layout plan must have sufficient description and legends		5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy	Applicant / Client	6. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 6) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
2. Company Profile (1) Original Copy	Applicant / Client																						
3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client																						
4. Site and Facility Layout Plan (1) Original Copy	Applicant / Client																						
<i>Remarks:</i> Site and facility layout plan must have sufficient description and legends																							
5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy	Applicant / Client																						
6. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client																						
<i>Remarks:</i>																							



Fee: PhP 1,000.00

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized company secretary's certificate of the authorized representative of the applicant
(1) Original Copy

Applicant / Client

A.2. Company ID

Name of Representative and Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for	1.1. Receive application and assign to respective section personnel	Standard Fees Breakdown: Application for Registration - Bulk Consumer: PHP 1000 Total: PHP 1000	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of		3 working day/s	Supervising Science Research



applicants outside Metro Manila only	Registration application and documents to the Division Chief		Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 1000	



7. OIMB-RMMSCD07 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

This service facilitates the initial processing for the purpose of registration of motor vehicles or marines vessels for the transportation, distribution, and delivery of LPG in bulk or in cylinders.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
Classification:	Complex																						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																						
Who may avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk or in cylinders.																						
Operating Hours:	8:00 AM - 5:00 PM																						
Statute:	Section 24.1 of DC2022-11-0037 states that all LPG industry participants shall register with the DOE all their authorized transport vehicles and marine vessels upon application for the issuance of LTO																						
<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 for Registration - Application Form (Annex 7) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. List of Motor Vehicles and/or Marine Vessels (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Certificate of Registration and Official Receipt per Motor Vehicle (1) Photo Copy</td><td>Department of Transportation - Land Transportation Office</td></tr> <tr> <td>5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy</td><td>Department of the Interior and Local Government - Bureau of Fire Protection</td></tr> <tr> <td>6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy</td><td>Department of Transportation - Maritime Industry Authority</td></tr> <tr> <td>7. Proof of payment of application fee or official receipt (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Fee: Php 1,000.00 </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 7) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. List of Motor Vehicles and/or Marine Vessels (1) Original Copy	Applicant / Client	4. Certificate of Registration and Official Receipt per Motor Vehicle (1) Photo Copy	Department of Transportation - Land Transportation Office	5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of the Interior and Local Government - Bureau of Fire Protection	6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority	7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client	<i>Remarks:</i> Fee: Php 1,000.00	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 7) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
2. Company Profile (1) Original Copy	Applicant / Client																						
3. List of Motor Vehicles and/or Marine Vessels (1) Original Copy	Applicant / Client																						
4. Certificate of Registration and Official Receipt per Motor Vehicle (1) Photo Copy	Department of Transportation - Land Transportation Office																						
5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of the Interior and Local Government - Bureau of Fire Protection																						
6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority																						
7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client																						
<i>Remarks:</i> Fee: Php 1,000.00																							



1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant
(1) Original Copy

Applicant / Client

A.2. Company ID

Name or Representative and Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)



may be provided for applicants outside Metro Manila only	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks				
Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. OIMB-RMMSCD08 Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to transport LPG in cylinders and/or cartridges.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an Independent Hauler of LPG in cylinders and/or cartridges.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex C) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex C-1 - Checklist of Requirements		
1.B. Annex C-2 - Company Profile		
1.C. Annex C-3 - List of Motor Vehicle		
1.D. Annex C-4 - List of Marine Vessel		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
3.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		
3.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy		Securities and Exchange Commission - Issuing Unit



<i>Remarks:</i> <i>If application is a Corporation</i>	
---- OR ----	
3.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
4. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
4.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
4.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
5. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
6. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
7. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
8. Ship Registry and Safety Certificates per Marine Vessel (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority
9. Fire prevention and response manual for motor vehicle or marine vessel (whichever is applicable) (1) Certified True Copy Or (1) Photo Copy	Applicant / Client
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) of the display board showing the facility registered business name and address (1) Original Copy	Applicant / Client
13. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i>	



If without pending case:

Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services

If with pending case:

- 1. Hold processing of License to Operate application until penalties are paid*
- 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form*

14. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
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Remarks:

*License to Operate is **Php 3,500.00** and valid for **five (5) years**.*

- 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.*
- 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)*
- 3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt*

Notes/Instructions:

- 1. Payment can be done via walk-in or via mail*
- 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".*

For Situational Requirement

A. Situational Requirement

A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
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Remarks:

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/ personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff;



	application to the RMMSCD			OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City 3. If incomplete requirements, return to client 4. Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. OIMB-RMMSCD09 Issuance of License to Operate (LTO) for Trademark Owner or Marketer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage as a trademark owner or Marketer.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Trademark Owner or Marketer.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex D) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex D-1 - Checklist of Requirements		
1.B. Annex D-2 - Company Profile		
1.C. Annex D-3 - Establishment Profile		
1.D. Annex D-4 - Inventory of Cylinder		
1.E. Annex D-5 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. IPO Certificate of Registration (1) Certified True Copy Or (1) Photo Copy	Intellectual Property Office - Trademark Services
6. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
6.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
6.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
7. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
8. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
9. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	



11. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
12. Environmental Compliance Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Environmental and Natural Resources - Environmental Management Bureau
13. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE-Recognized Training Organization (1) Photo Copy	Applicant / Client
14. Latest Digital Photographs (5R size with date/time stamp) showing the following (1) Original Copy	Applicant / Client
Sub Requirement	
14.A. Full, front, and back views of establishment	
14.B. Measuring Devices	
14.C. LPG Cylinders	
14.D. Safety and Informational Signs	
14.E. Display Board showing the facility registered business name	
15. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
16. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>License to Operate is Php 3,500.00 and valid for five (5) years.</i> <i>1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.</i> <i>2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)</i> <i>3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt</i>	



Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special



				Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks - Applications can be filed via walk-in or mail (courier) - For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City - If incomplete requirements, return to client - Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



10. OIMB-RMMSCD10 Issuance of License to Operate (LTO) for LPG Refiller

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the refilling of LPG cylinders.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Refiller	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex E) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex E-1 - Checklist of Requirements		
1.B. Annex E-2 - Company Profile		
1.C. Annex E-3 - Refilling Plant Profile		
1.D. Annex E-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - Issuing Unit
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Measuring Device/s	
15.C. LPG Cylinders	
15.D. Safety and Informational Signs	
15.E. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
19. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>License to Operate is PhP 3,500.00 and valid for five (5) years.</i>	



1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.
2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)
3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt

Notes/Instructions:

1. Payment can be done via walk-in or via mail
2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. Occupancy Permit per Establishment, if applicable

A.1. Occupancy Permit
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section/ personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)



Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant	7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief	3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to:			



Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City

3. If incomplete requirements, return to client

4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



11. OIMB-RMMSCD11 Issuance of License to Operate (LTO) for LPG Dealer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the trading or sale of LPG in cylinders to retail outlets or directly to end-consumers.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Dealer	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex F) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex F-1 - Checklist of Requirements		
1.B. Annex F-2 - Company Profile		
1.C. Annex F-3 - Outlet Profile		
1.D. Annex F-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client



Sub Requirement	
12.A. Full front and back views of establishment	
12.B. Measuring Device/s	
12.C. LPG Cylinders	
12.D. Safety and Informational Signs	
12.E. Display Board showing the Facility Registered Business Name and Address	
13. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
14. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
Remarks: If without pending case: Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services If with pending case: 1. Hold processing of License to Operate application until penalties are paid 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form	
15. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
Remarks: License to Operate is Php 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt Notes/Instructions: 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".	
For Situational Requirement	
A. Occupancy Permit per Establishment, if applicable	



A.1. Occupancy Permit (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns



			Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director

General Remarks

1. Applications can be filed via walk-in or mail (courier)
2. For mailed (courier) applications, you may address your application to:

Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City
3. If incomplete requirements, return to client
4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



12. OIMB-RMMSCD12 Issuance of License to Operate (LTO) for LPG Retailer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the trading or sale of LPG in cylinders directly to end-consumers.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Retailer	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex G) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex G-1 - Checklist of Requirements		
1.B. Annex G-2 - Company Profile		
1.C. Annex G-3 - Outlet Profile		
1.D. Annex G-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client



Sub Requirement	
12.A. Full front and back views of establishment	
12.B. Measuring Device/s	
12.C. LPG Cylinders	
12.D. Safety and Informational Signs	
12.E. Display Board showing the Facility Registered Business Name and Address	
13. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
14. Clearance of No Pending Case Form (1) Photo Copy	Department of Energy - Office of the Legal Services
Remarks: If without pending case: Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services If with pending case: 1. Hold processing of License to Operate application until penalties are paid 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form	
15. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
Remarks: License to Operate is Php 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt Notes/Instructions: 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".	
For Situational Requirement	
A. Occupany Permit per Establishment, if applicable	



A.1. Occupancy Permit (1) Certified True Copy		Local Government Unit - Office of the Building Official		
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns



				Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	• Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	• Director; Oil Industry Management Bureau (OIMB) • Administrative Assistant; OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City 3. If incomplete requirements, return to client 4. Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



13. OIMB-RMMSCD13 Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the sale of Auto-LPG directly to Auto-LPG vehicle users.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage as an Auto-LPG Dispensing Station Owner/Operator	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex H) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex H-1 - Checklist of Requirements		
1.B. Annex H-2 - Company Profile		
1.C. Annex H-3 - Establishment Profile		
1.D. Annex H-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



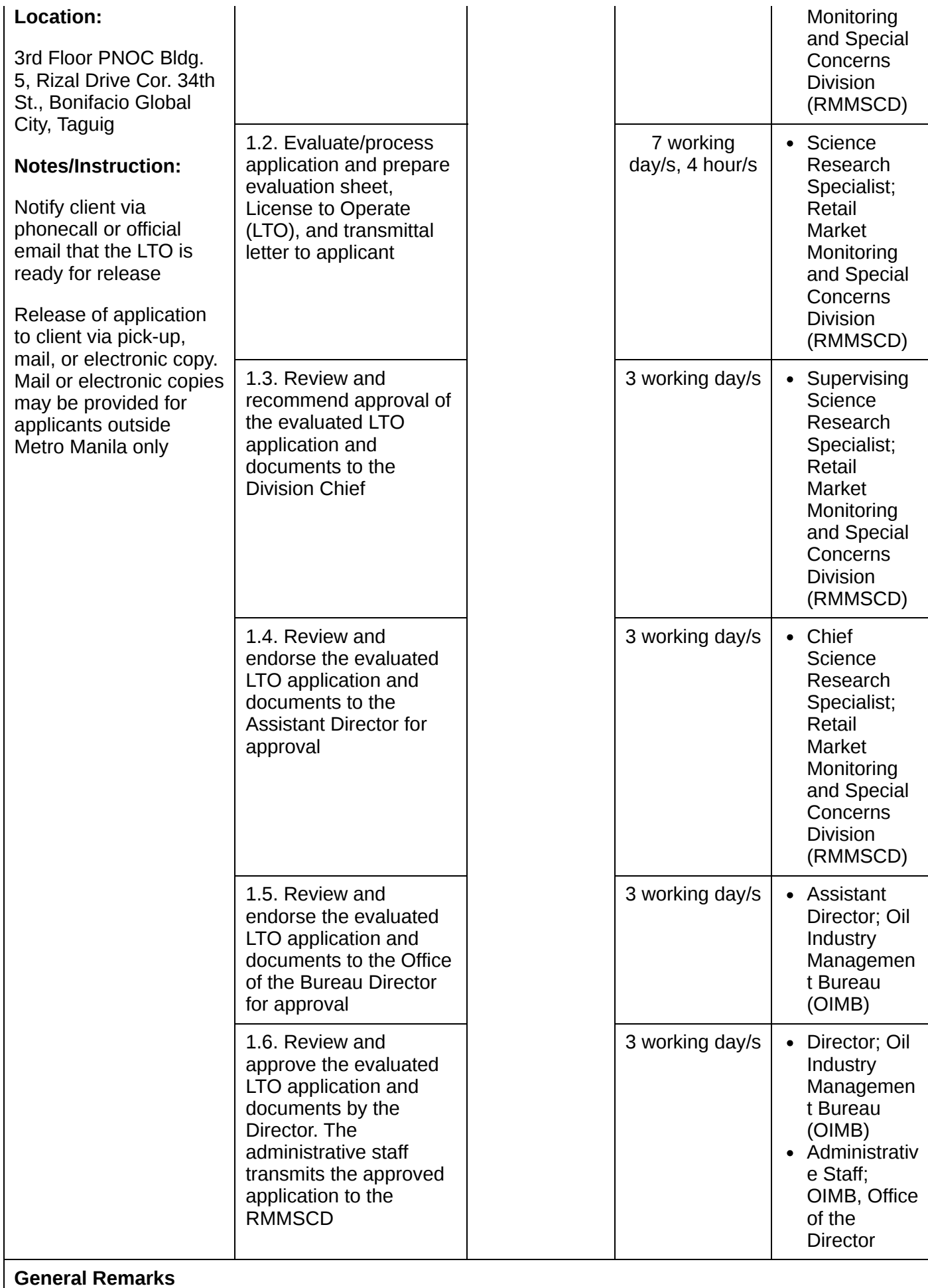
---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Bureau of Fire Protection - BFP



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - Issuing Unit
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Price Display Board	
15.C. Safety and Informational Signs	
15.D. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
Remarks: <i>If an authorized representative will submit the application on the owner's behalf</i>	
19. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
Remarks: <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	



20. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> License to Operate is PhP 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. Occupancy Permit per Establishment, if applicable				
A.1. Occupancy Permit (1) Certified True Copy		Local Government Unit - Office of the Building Official		
<i>Remarks:</i> This is only applicable for newly constructed LPG facilities				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market





1. Applications can be filed via walk-in or mail (courier)
2. For mailed (courier) applications, you may address your application to:
Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City
3. If incomplete requirements, return to client
4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



14. OIMB-RMMSCD14 Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the distribution of LPG through a closed system of pipelines within a building from locally installed LPG pressure vessels.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as a Centralized LPG Piping System Owner/Operator	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex I) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex I-1 - Checklist of Requirements		
1.B. Annex I-2 - Company Profile		
1.C. Annex I-3 - Establishment Profile		
1.D. Annex I-4 - List of Motor Vehicles		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - BIR
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Bureau of Fire Protection



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - DOLE
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Safety and Informational Signs	
15.C. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>If an authorized representative will submit the application on the owner's behalf</i>	
19. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
20. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client



Remarks:

License to Operate is **PhP 3,500.00** and valid for **five (5) years**.

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.
2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)
3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt

Notes/Instructions:

1. Payment can be done via walk-in or via mail
2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. Occupancy Permit per Establishment, if applicable

A.1. Occupancy Permit
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location:	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns



3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only			Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant	7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief	3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier)			



2. For mailed (courier) applications, you may address your application to:

Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City

3. If incomplete requirements, return to client

4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



15. OIMB-RMMSCD15 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted. Download form in this link DOE RMMSCD - LFRO - Google Drive		
Sub Requirement		
1.A. Details of Cost of Investment/Project Cost		
1.A.1. Details of Cost of Investment/Project Cost (1) Original Copy		Applicant / Client
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Download the form in this link DOE RMMSCD - LFRO - Google Drive		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy		Applicant / Client
4. Notarized Statement that the facility design and operation of the retail outlet is compliant with Philippine National Standard - Retail		Applicant / Client



Outlet (1) Original Copy	
<i>Remarks:</i> <i>Document must be signed by the Engineering Procurement Construction Contractor (supported by copy of valid PRC ID) and dealer/owner of the Retail Outlet</i>	
5. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
6. As-built lay-out plans with measurement showing the island/dispensing pumps, underground storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
7. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Price display board</i> <i>d. Safety and informational signs</i> <i>e. Outlet's Identification/ Trademark</i>	
8. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
9. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal)</i> <i>Payment may be made through:</i> <i>(1) DOE - Over the Counter; or</i> <i>(2) Bank Payment through DOE Trust Fund Account:</i> <i>1. Over the Counter;</i> <i>2. Online Transfer; or</i> <i>3. Wire Transfer/Telegraphic Transfer</i>	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief		2 working day/s	Supervising Science Research Specialist;



			Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for the Assistant Director's signature	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse for Director's approval	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



16. OIMB-RMMSCD16 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. OIMB/FO duly acknowledged letter-request (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>The letter must contain the following informatio:</i> <i>1.1 Business name, address, telephone number, fax number and e-mail address of the business office</i> <i>1.2 Location and complete address of the establishment; and</i> <i>1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative</i>		
2. Notarized Affidavit of Undertaking (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>Download the form in this link DOE RMMSCD - CNC - Google Drive</i>		
3. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client	
4. Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client	



5. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy	Applicant / Client
6. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Certified True Copy	Land Transportation Franchising and Regulatory Board - Central Office
7. Memorandum of Agreement with the fleet operator (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>If the applicant is the facility provider, MOA shall contain the following provisions:</i> <i>a. To submit the above documentary requirements for and in-behalf of the fleet operator</i> <i>b. To operate the facility to exclusively serve the fleet</i> <i>c. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator</i>	
8. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the facility (1) Photo Copy	Applicant / Client
9. As-built lay-out plans with measurement showing the island/dispensing pumps, underground storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
10. Latest photographs of the facility (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Safety and informational signs</i>	
11. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
12. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 500.00</i>	



Payment may be made through:

(1) DOE - Over the Counter; or

(2) Bank Payment through DOE Trust Fund Account:

1. Over the Counter;
2. Online Transfer; or
3. Wire Transfer/Telegraphic Transfer

Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Retail Market Monitoring and Special	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate, and endorse		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market



Concern Division (RMMSD) personnel will notify the applicant on the release of the Certificate.	to Supervising Science Research Specialist		Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief	2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



17. OIMB-RMMSCD17 Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serve the fuel requirements of marine vessels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - MRO - Google Drive</i>		
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>Download the form from this link DOE RMMSCD - MRO - Google Drive</i>		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy	Applicant / Client	
4. Notarized Certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves (1) Original Copy	Applicant / Client	
<i>Remarks:</i>		



The document must be signed by the Engineering Procurement Construction Contractor (supported by copy of valid PRC ID) and dealer/owner of the Retail Outlet

5. Manufacturer's Safety Certification on the storage tank (1) Certified True Copy	Applicant / Client
6. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
7. As-built lay-out plans with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
8. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Price display board</i> <i>d. Safety and informational signs</i> <i>e. Outlet's Identification/ Trademark</i>	
9. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
10. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal)</i> <i>Payment may be made through:</i> <i>(1) DOE - Over the Counter; or</i> <i>(2) Bank Payment through DOE Trust Fund Account:</i> <i>1. Over the Counter;</i> <i>2. Online Transfer; or</i> <i>3. Wire Transfer/Telegraphic Transfer</i>	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and endorse to Retail Market Monitoring and Special Concerns Division	None	1 hour/s	Administrative Staff; OIMB, Office of the Director
	1.2. Receive application and assign to respective Science Research Specialist		1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)



	1.4. Review the processed application and endorse to the Division Chief		2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse for Director's approval		3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.6. Review and sign the processed application		2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Review and sign the processed application		3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Release approved application to Retail Market Monitoring and Special Concerns Division		1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks				
Note: Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		



18. OIMB-RMMSCD18 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlet (TSRO)

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) which is a result of emerging technologies that address the proliferation of "bote-bote"	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - TSRO - Google Drive</i>		
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Download the form from this link DOE RMMSCD - TSRO - Google Drive</i>		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy		Applicant / Client
4. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and 1-km. distance from another Retail Outlet (1) Original Copy		Applicant / Client



5. Certification that the materials are manufactured in accordance to the facilities and product safety certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (including the brochure) (1) Certified True Copy	Applicant / Client
6. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
7. Scaled lot and lay-out plan with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, setback distance from the firewall and other facilities (1) Certified True Copy	Applicant / Client
8. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> a. Full/front, right, and left side views of the retail outlet b. Required stickers/labels for RON, E10 and Bx c. Price display board d. Safety and informational signs e. Outlet's Identification/ Trademark	
9. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
10. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released. Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal) Payment may be made through: (1) DOE - Over the Counter; or (2) Bank Payment through DOE Trust Fund Account: 1. Over the Counter; 2. Online Transfer; or 3. Wire Transfer/Telegraphic Transfer	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application		2 working day/s	Supervising Science Research



	and endorse to the Division Chief		Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval	3 working day/s	• Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse to the Director	2 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	• Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



19. OIMB-RMMSCD19 Issuance of Certification for Hauler (Own-Use)

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - HAULER (OWN-USE) - Google Drive</i>		
2. LTO OR/CR of Tank Truck/s (1) Certified True Copy		Land Transportation Office - Central Office
3. DOST Calibration Certificate for the Tank Truck/s (1) Certified True Copy		Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Document must be valid</i>		
4. Invoice or Official Receipt (1) Photo Copy		Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i>		



Application Fee: Php 500.00

Payment may be made through:

- (1) DOE - Over the Counter; or
- (2) Bank Payment through DOE Trust Fund Account:
 - 1. Over the Counter;
 - 2. Online Transfer; or
 - 3. Wire Transfer/Telegraphic Transfer

Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative (1) Original Copy	Applicant / Client
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A.2. ID of Owner and Authorized Signatory with their signatures
Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)



Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the Certificate.	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate, and endorse to Supervising Science Research Specialist	9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief	2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's Approval	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



20. OIMB-RMMSCD20 Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Department Circular No. DC2017-11-0011

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

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in retailing of Liquid Fuels in areas declared as under a state of calamity/emergency and where no retail outlet can serve as a result of calamity/emergency	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> Download form from this link DOE RMMSCD - TERO - Google Drive		
2. Written notice to OIMB with endorsement from LGU or LDRRMC (1) Certified True Copy		Department of Interior and Local Government - Local Government Unit
3. Notarized Certification of Compliance to Addendum to Rule IV of DC2017-11-0011 or "Revised Retail Rules" by the Engineering Procurement Installation/Construction Contractor and dealer/retailer (1) Certified True Copy		Applicant / Client
For Situational Requirement		
A. Justification for extension of operation		
A.1. Justification for extension of operation (1) Original Copy		Applicant / Client
A.2. Endorsement from LGU or LDRRMC (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Department of Interior and Local Government - Local Government



			Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the Permit.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter to applicant and Permit, and endorse to Supervising Science Research Specialist		2 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief		1 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval		1 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application		1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application		1 working day/s	Director; Oil Industry Management Bureau (OIMB)



				t Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division		1 hour/s	Administrative Staff; OIMB, Office of the Director
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Energy Policy and Planning Bureau (EPPB)

External Services



1. EPPB-OD02 Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, other Agencies and Institutions (Local and International)

This service, based on DO2018-04-0009, provides expert analysis and development of policy and position papers responding to energy-related initiatives from the Department of Energy (DOE) and other government agencies, both locally and internationally.

Office or Division:	Energy Policy and Planning Bureau (EPPB)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Government Sector, Energy Industry, Business and Industry Associations, Civil Society and Advocacy Groups, Academic and Research Institutions, and Private Sector Consumers			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Official Letter/Email of Request (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>The Official Letter or Email request must contain the following information:</i> <i>1) Name and address of requesting party</i> <i>2) Specific industry data/ Statistics/ information needed</i> <i>3) Intended use of data/ statistics/ information being requested</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for statistics/information related to energy Location: Energy Policy and Planning Bureau, 4th Floor PNOC Building 5, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receipt of data/ information request/ recording to logbook/ Electronic Document Management System	None	2 hour/s	• Executive Assistant; Energy Policy and Planning Bureau (EPPB)
	1.2. Screening of request/ endorsement to concerned units.		2 hour/s	• Executive Assistant; Energy Policy and Planning



Email to: eppb.od@doe.gov.ph Copy furnished: msinocruz@doe.gov.ph and gsuiza@doe.gov.ph			Bureau (EPPB)
	1.3. Receipt of data/ information request by the Concerned Unit for recording to logbook/ EDMS.	1 hour/s	• Clerk III; Planning Division (PD) • Clerk III; Policy Formulation and Research Division (PFRD)
	1.4. Screening of request/ endorsement to staff	1 hour/s	• Chief ; Planning Division (PD) • Chief ; Policy Formulation and Research Division (PFRD)
	1.5. Processing of requested data: a. Data research, b. Coordination with concerned units, and c. Consolidation of inputs.	17 working day/s, 6 hour/s	• Science Research Specialist; Planning Division (PD) • Science Research Specialist; Policy Formulation and Research Division (PFRD)
	1.6. Review/ endorsement for approval of output	7 hour/s	• Chief; Planning Division (PD) • Chief; Policy Formulation and Research Division (PFRD)
	1.7. Approval of output (if necessary)	4 hour/s	• Director; Energy Policy and Planning



				Bureau (EPPB)
	1.8. Recording/ Transmittal of output (Logbook/ Electronic Document Management System)		1 hour/s	• Clerk III; Planning Division (PD) • Clerk III; Policy Formulation and Research Division (PFRD)
General Remarks Information / Data requested is to be gathered from different units/ bureaus.				
Total Processing Time:		Working Days: 20 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)



Office Groups and Divisions					
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)				



Planning Division (PD)

External Services



1. EPPB-PD01 Data Request Process (Simple Transaction)

Provision of Energy Data available in the PD energy database. This includes walk-in clients, emails, and messages through text, Viber, and messenger from researchers.

The category "Simple transaction" includes three (3) processing days if the data requested is available in the PD database.

Office or Division:	Planning Division (PD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, Researchers, Government and other entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter/Email of request for Energy Data (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>The letter must be addressed to the Director of the Energy Policy and Planning Bureau.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for energy data through letter request or email Location: Department of Energy Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632	1.1. Recording of received documents for RFID	None	2 hour/s	• Executive Assistant; EPPB Office of the Director
	1.2. Receipt of Data Request / Recording to Logbook / EDMS		2 hour/s	• Clerk; Planning Division (PD)
	1.3. Screening / Endorsement to Staff		2 hour/s	• Chief; Planning Division (PD)
	1.4. Checking the availability of requested data in the PD energy database.		2 hour/s	• Supervising Science Research Specialist; Planning Division (PD)



			• Technical Staff; Planning Division (PD)
	1.5. Processing of requested data	1 working day/s, 4 hour/s	• Technical Staff; Planning Division (PD) • Supervising SRS; Planning Division (PD)
	1.6. Review / Endorsement for Approval of Output	2 hour/s	• Chief; Planning Division (PD)
	1.7. Approval of Output (as necessary)	1 hour/s	• Director; Energy Policy and Planning Bureau (EPPB)
	1.8. Recording / Transmittal of Output	30 minute/s	• Clerk; Planning Division (PD)
	1.9. Request Acknowledgement and Feedback	30 minute/s	• Clerk; Planning Division (PD) • Concerned Technical Staff; Planning Division (PD)
Total Processing Time:		Working Days: 3 working day/s	
Total Processing Fee:		Total Standard Fee: None	



2. EPPB-PD02 Data Request Process (Complex Transaction)

Provision of Energy Data not available in the PD energy database but sourced from other DOE units. This includes walk-in clients, emails, and messages through text, Viber, and messenger from researchers.

The category "Complex transaction" includes seven (7) processing days if the data requested is not available in the PD database and will be sourced from other DOE units.

Office or Division:	Planning Division (PD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, Researchers, Government and other entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter/Email of Request for Energy Data (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>The letter must be addressed to the Director of the Energy Policy and Planning Bureau.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for energy data through letter request or email Location: Department of Energy Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632	1.1. Recording of received documents for RFID	None	1 hour/s	• Executive Assistant; EPPB Office of the Director
	1.2. Receipt of Data Request / Recording to Logbook / EDMS		1 hour/s	• Clerk; Planning Division (PD)
	1.3. Screening / Endorsement to Staff		1 hour/s	• Chief; Planning Division (PD)
	1.4. Checking the availability of requested data in the PD energy database. If unavailable, data will be sourced from other DOE units		1 hour/s	• Supervising Science Research Specialist; Planning Division (PD)



			• Technical Staff; Planning Division (PD)
	1.5. Processing of requested data	6 working day/s	• Technical Staff; Planning Division (PD) • Supervising SRS; Planning Division (PD)
	1.6. Review / Endorsement for Approval of Output	2 hour/s	• Chief; Planning Division (PD)
	1.7. Approval of Output (as necessary)	1 hour/s	• Director; Energy Policy and Planning Bureau (EPPB)
	1.8. Recording / Transmittal of Output	30 minute/s	• Clerk; Planning Division (PD)
	1.9. Request Acknowledgement and Feedback	30 minute/s	• Clerk; Planning Division (PD) • Concerned Technical Staff; Planning Division (PD)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



Policy Formulation and Research Division (PFRD)

External Services



1. EPPB-PFRD01 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients

ISO 9001:2015 Certified

(Data accessible within the unit) Provision of Key Energy Statistics (KES) and other Energy-Related Information to Various Clients adheres to all legal and statutory requirements, such as Executive Order No. 2 on Freedom of Information (FOI), IRR of RA 10625 or the Philippine Statistical Act of 2013 and RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018. On the other hand, the necessary input for the EPPB Citizen's Charter, i.e., sectoral energy data and information, supplied by external providers is guided by the Department Order No. DO2018-04-0009 signed 25 April 2018 entitled "Institutionalizing Submission of Energy Information, Sectoral Developments and Statistics/Data to the Energy Policy and Planning Bureau (EPPB)".

Office or Division:	Policy Formulation and Research Division (PFRD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, researchers, government agencies, and other entities.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter addressed to the Director of EPPB (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: Profile of the client • Name: • Address: • Specific industry data/statistics/information needed: • Affiliation: • Contact Number (telephone/fax/email address):				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for Energy Data via Viber/Email/FOI/Walk-in Location: For walk-in clients:	1.1. Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS) via FOI/ Info Center, Viber, Messenger, Email, Walk-in Clients.	Possible Fees Breakdown: Photocopy fee: PHP 2	30 minute/s	• Clerk III; EPPB Office of the Director



4th Floor, PNOC Bldg. 5, Energy Center, Rizal Drive corner 34th Streets, Bonifacio Global City, Taguig City For FOI: foi.gov.ph Info Center: infocenter@doe.gov.ph Email: pfrd@doe.gov and/or sesms@doe.gov.ph Notes/Instruction: For walk-in: Php2.00/copy Photocopy fee, if necessary. For more than ten (10) pages, photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD. On 1.1 Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS) via FOI/ Info Center, Viber, Messenger, Email, Walk-in Clients, some data requests are intentionally pre-validated through official DOE platforms; therefore, these may be directly screened and processed by PFRD without OD routing while still remaining fully traceable under DTS and ISO 9001:2015 controls.	1.2. Screening / Endorsement to PFRD	2 hour/s	Director/Assistant Director; EPPB Office of the Director
	1.3. Receipt of data request and assignment of DTS Number	30 minute/s	Clerk III; Policy Formulation and Research Division
	1.4. Screening/ Endorsement to PFRD Staff	1 hour/s	- Chief Science Research Specialist; Policy Formulation and Research Division - Supervising Science Research Specialist; Policy Formulation and Research Division
	1.5. Check Availability in print or on DOE website and endorse to Supervising SRS for review	2 working day/s	- Science Research Specialist I; Policy Formulation and Research Division - Science Research Specialist II; Policy Formulation and Research Division - Senior Science Research Specialist; Policy Formulation and Research Division



	1.6. Review and Final Approval of Output		3 hour/s	• Supervising Science Research Specialist; Policy Formulation and Research Division • Chief Science Research Specialist; Policy Formulation and Research Division
	1.7. Release to Client		1 hour/s	• Science Research Specialist I; Policy Formulation and Research Division • Science Research Specialist II; Policy Formulation and Research Division • Senior Science Research Specialist; Policy Formulation and Research Division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Photocopy fee : 2				



2. EPPB-PFRD02 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients

ISO 9001:2015 Certified

(Data sourced from other units) Provision of Key Energy Statistics (KES) and other Energy-Related Information to Various Clients adheres to all legal and statutory requirements, such as Executive Order No. 2 on Freedom of Information (FOI), IRR of RA 10625 or the Philippine Statistical Act of 2013 and RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018. On the other hand, the necessary input for the EPPB Citizen's Charter, i.e., sectoral energy data and information, supplied by external providers is guided by the Department Order No. DO2018-04-0009 signed 25 April 2018 entitled "Institutionalizing Submission of Energy Information, Sectoral Developments and Statistics/Data to the Energy Policy and Planning Bureau (EPPB)".

Office or Division:	Policy Formulation and Research Division (PFRD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, researchers, government agencies, and other entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter addressed to the Director of EPPB (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: Profile of the client • Name: • Address: • Specific industry data/statistics/information needed: • Affiliation: • Contact Number (telephone/fax/email address):				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for Energy Data via Viber/Email/FOI/Walk-in Location: For walk-in clients:	1.1. Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS) via FOI/ Info Center, Viber, Messenger, Email, Walk-in Clients	Possible Fees Breakdown: Photocopy fee: PHP 2	2 hour/s	• Clerk III; EPPB Office of the Director



4th Floor, PNOC Bldg. 5, Energy Center, Rizal Drive corner 34th Streets, Bonifacio Global City, Taguig City For FOI: foi.gov.ph Info Center: infocenter@doe.gov.ph Email: pfrd@doe.gov and/or sesms@doe.gov.ph Notes/Instruction: For walk-in: Php2.00/copy Photocopy fee, if necessary. For more than ten (10) pages, photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD. On 1.1 Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS) via FOI/ Info Center, Viber, Messenger, Email, Walk-in Clients, some data requests are institutionally pre-validated through official DOE platforms; therefore, these may be directly screened and processed by PFRD without OD routing while still remaining fully traceable under DTS and ISO 9001:2015 controls.	1.2. Screening / Endorsement to PFRD	2 hour/s	Director/Assistant Director; EPPB Office of the Director
	1.3. Receipt of data request and assignment of DTS Number	2 hour/s	Clerk III; Policy Formulation and Research Division
	1.4. Screening/ Endorsement to PFRD Staff	2 hour/s	- Chief Science Research Specialist; Policy Formulation and Research Division - Supervising Science Research Specialist; Policy Formulation and Research Division
	1.5. Processing of Data Request	14 working day/s	- Science Research Specialist I; Policy Formulation and Research Division - Science Research Specialist II; Policy Formulation and Research Division - Senior Science Research Specialist; Policy Formulation and Research Division



	1.6. Review and Final Approval of Output	1 working day/s	- Supervising Science Research Specialist; Policy Formulation and Research Division - Chief Science Research Specialist; Policy Formulation and Research Division
	1.7. Endorsement to EPPB-OD	1 working day/s	- Chief Science Research Specialist; Policy Formulation and Research Division - Supervising Science Research Specialist; Policy Formulation and Research Division (PFRD)
	1.8. Release to Client	3 working day/s	- Science Research Specialist I; Policy Formulation and Research Division - Science Research Specialist II; Policy Formulation and Research Division - Senior Science Research



				Specialist; Policy Formulation and Research Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Photocopy fee : 2				



Electric Power Industry Management Bureau (EPIMB)
External Services



1. EPIMB-PMDD01 Processing and Evaluation of Application for Direct Connection

To process and evaluate the application of Energy-Intensive End-users seeking Direct Connection to the Grid pursuant to the DOE Department Circular No. DC2025-04-0008, RA 11234, or the Energy Virtual One-Stop Shop Act, and its IRR Department Circular No. DC2019-05-0007.

Office or Division:	Electric Power Industry Management Bureau (EPIMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Industrial, Commercial and Other Electricity End-users
Operating Hours:	24/7
Statute:	Republic Act No. 11234
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. New Application	
A.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
A.2. Notarized Waiver from the Franchise Distribution Utility (1) Original Copy	Distribution Utility - Board of Directors
<i>Remarks:</i> <i>Duly notarized Waiver from the Distribution Utility or equivalent document stating that the DU waives its right to provide electricity services or interposes no objection to the application for Direct Connection of the End-user.</i>	
A.3. Corporate Business Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.</i>	
Sub Requirement	
A.3.A. For Government	
A.3.A.1. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office



<i>A.3.B. For Private</i>	
A.3.B.1. Securities and Exchange Commission Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
A.3.B.2. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
A.3.B.3. Business Permit (1) Electronic Copy	Local Government Unit - Permitting Office
A.4. Secretary's Certificate designating authorized representative (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Notarized Secretary's Certificate designating authorized representative to transact with the DOE</i>	
A.5. Copy of two (2) valid IDs of the authorized representative Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO) Philippine Passport - issued by the Department of Foreign Affairs (DFA). Driver's License - issued by the Land Transportation Office (LTO). Professional Regulation Commission (PRC) ID - issued by the Professional Regulation Commission (PRC). Integrated Bar of the Philippines ID - issued by the Integrated Bar of the Philippines (IBP). SSS ID or SSS UMID Card - issued by the Social Security System. GSIS ID or GSIS UMID Card - issued by the Government Service Insurance System (GSIS). OWWA ID - issued by the Overseas Workers Welfare Administration (OWWA). Voter's ID or Voter's Certification - issued by the Commission on Elections (COMELEC). Firearms License - issued by the Philippine National Police (PNP). Senior Citizens ID - issued by the Local Government Unit (LGU). Persons with Disabilities (PWD) ID - issued by the Local Government Unit (LGU). Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR) - issued by the Bureau of Immigration. Postal ID - issued by the Philippine Postal Corporation (PhilPost).	
<i>Remarks:</i> <i>You may submit any two (2) valid IDs as listed above</i>	



A.6. Brief description of proposal (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information</i>	
A.7. Location Map (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.</i>	
A.8. Certification from the Transmission Network Provider (1) Electronic Copy	National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department
<i>Remarks:</i> <i>This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study</i>	
A.9. Online Application Form (1) Electronic Copy	https://www.evoss.ph/ - Department of Energy
<i>Remarks:</i> <i>As integrated in the EVOSS portal under Direct Connection Application</i>	
B. New Application without Waiver	
B.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
B.2. Notarized Attestation from the End-user (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For New Application without Waiver, submit an attestation that the DU did not respond to the waiver request after thirty (30) calendar days upon receipt of request, or the DU wasn't able to provide the required services of the End-user within ninety (90) calendar days from the DU's certification of complete application for connection of the End-user or on a later date as agreed by both parties.</i>	



**For End-users under PEZA, submit also a confirmation letter from PEZA on the intent to apply for Direct Connection.*

**B.3. Corporate Business Profile
(1) Electronic Copy**

Applicant / Client

Remarks:

It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.

Sub Requirement

B.3.A. For Government

**B.3.A.1. Bureau of Internal Revenue Form 2316
(1) Electronic Copy**

Bureau of Internal Revenue -
Revenue District Office

B.3.B. For Private

**B.3.B.1. Securities and Exchange Commission Registration
(1) Electronic Copy**

Securities and Exchange
Commission - Company
Registration and Monitoring
Department

**B.3.B.2. Bureau of Internal Revenue Form 2316
(1) Electronic Copy**

Bureau of Internal Revenue -
Revenue District Office

**B.3.B.3. Business Permit
(1) Electronic Copy**

Local Government Unit -
Permitting Office

**B.4. Secretary's Certificate designating authorized representative
(1) Electronic Copy**

Applicant / Client

Remarks:

Notarized Secretary's Certificate designating authorized representative to transact with the DOE

B.5. Copy of two (2) valid IDs of the authorized representative

1. **Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID** - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO)
2. **Philippine Passport** - issued by the Department of Foreign Affairs (DFA).
3. **Driver's License** - issued by the Land Transportation Office (LTO).
4. **Professional Regulation Commission (PRC) ID** - issued by the Professional Regulation Commission (PRC).
5. **Integrated Bar of the Philippines ID** - issued by the Integrated Bar of the Philippines (IBP).
6. **SSS ID or SSS UMID Card** - issued by the Social Security System.
7. **GSIS ID or GSIS UMID Card** - issued by the Government Service Insurance System (GSIS).
8. **OWWA ID** - issued by the Overseas Workers Welfare Administration (OWWA).



9. Voter's ID or Voter's Certification - issued by the the Commission on Elections (COMELEC). 10. Firearms License - issued by the Philippine National Police (PNP). 11. Senior Citizens ID - issued by the Local Government Unit (LGU). 12. Persons with Disabilities (PWD) ID - issued by the Local Government Unit (LGU). 13. Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR) - issued by the Bureau of Immigration. 14. Postal ID - issued by the Philippine Postal Corporation (PhilPost).	
<i>Remarks:</i> <i>You may submit any two (2) valid IDs as listed above</i>	
B.6. Brief description of proposal (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information</i>	
B.7. Location Map (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.</i>	
B.8. Certification from the Transmission Network Provider (1) Electronic Copy	National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department
<i>Remarks:</i> <i>This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study</i>	
B.9. Online Application Form (1) Electronic Copy	https://www.evoss.ph/ - Department of Energy
<i>Remarks:</i> <i>As integrated in the EVOSS portal under Direct Connection Application</i>	
C. Renewal	



C.1. Application Letter (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Addressed to the Department of Energy Secretary, attention to the Electric Power Industry Management Bureau</i>	
C.2. Notarized Attestation from the End-user (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Notarized attestation indicating that the DU has not revoked nor modified the previously issued waiver.</i> <i>*For End-users under PEZA, submit also a confirmation letter from PEZA on the intent to apply for Direct Connection.</i>	
C.3. Copy of Previous Approval for Direct Connection (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Copy of Previous Agreement or Approval on Direct Connection from NPC, ERC, or DOE.</i>	
C.4. Corporate Business Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It must include general information regarding the company business such as but not limited to company overview, brief history, company business and services, company location and/or plant location, type of industry, and the copy of the Business Permit, SEC Registration, and BIR Form 2316 as applicable under the cases below.</i>	
Sub Requirement	
<i>C.4.A. For Government</i>	
C.4.A.1. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
<i>C.4.B. For Private</i>	
C.4.B.1. Securities and Exchange Commission Registration (1) Electronic Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
C.4.B.2. Bureau of Internal Revenue Form 2316 (1) Electronic Copy	Bureau of Internal Revenue - Revenue District Office
C.4.B.3. Business Permit (1) Electronic Copy	Local Government Unit - Permitting Office
C.5. Secretary's Certificate designating authorized representative (1) Electronic Copy	Applicant / Client



Remarks:

Notarized Secretary's Certificate designating authorized representative to transact with the DOE

C.6. Copy of two (2) valid IDs of the authorized representative

1. **Philippine Identification System (PhilSys) ID (National ID) or Philippine Identification Card (PhilID) / ePhilID** - issued by the Philippine Statistics Authority (PSA), formerly known as National Statistics Office (NSO)
2. **Philippine Passport** - issued by the Department of Foreign Affairs (DFA).
3. **Driver's License** - issued by the Land Transportation Office (LTO).
4. **Professional Regulation Commission (PRC) ID** - issued by the Professional Regulation Commission (PRC).
5. **Integrated Bar of the Philippines ID** - issued by the Integrated Bar of the Philippines (IBP).
6. **SSS ID or SSS UMID Card** - issued by the Social Security System.
7. **GSIS ID or GSIS UMID Card** - issued by the Government Service Insurance System (GSIS).
8. **OWWA ID** - issued by the Overseas Workers Welfare Administration (OWWA).
9. **Voter's ID or Voter's Certification** - issued by the Commission on Elections (COMELEC).
10. **Firearms License** - issued by the Philippine National Police (PNP).
11. **Senior Citizens ID** - issued by the Local Government Unit (LGU).
12. **Persons with Disabilities (PWD) ID** - issued by the Local Government Unit (LGU).
13. **Alien Certificate of Registration (ACR) or Immigrant Certificate of Registration (ICR)** - issued by the Bureau of Immigration.
14. **Postal ID** - issued by the Philippine Postal Corporation (PhilPost).

Remarks:

You may submit any two (2) valid IDs as listed above

**C.7. Brief description of proposal
(1) Electronic Copy**

Applicant / Client

Remarks:

The brief description of the proposal must include the reason for Direct Connection and its supposed benefits to the company and/or the community or economy, connection details, connection facilities, power demand, delivery voltage, timeline for connection requirement, load forecast, and other relevant information

**C.8. Location Map
(1) Electronic Copy**

Applicant / Client

Remarks:



This shall include the location of the facility, nearest substation where the company will be connected, and the connection point.

C.9. Certification from the Transmission Network Provider
(1) Electronic Copy

National Grid Corporation of the Philippines - Revenue Regulatory Affairs Department

Remarks:

This shall include the Certificate of Adequate Capacity and the Technical Assessment as provided by the Transmission Network Provider that the current demand including five (5) years projected demand can be accommodated by the existing transmission facilities and the same shall not adversely compromise the operation of the Grid based on the grid impact study

C.10. Online Application Form
(1) Electronic Copy

<https://www.evoss.ph/> - Department of Energy

Remarks:

As integrated in the EVOSS portal under Direct Connection Application

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of COMPLETE documentary requirements Location: https://www.evoss.ph/ Notes/Instruction: Ensure submission of complete and correct documentary requirements to avoid reversion of application	1.1. Checking of completeness of application with documentary requirements	None	3 working day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)
	1.2. DU Waiver Confirmation		7 working day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)
2. Payment of Processing Fee and submitting proof of payment online Location: Local Bank and https://www.evoss.ph/ Notes/Instruction: Pay the processing fee and upload the proof of	2.1. Create Billing Statement	Standard Fees Breakdown: Processing Fee: PHP 7800	1 working day/s	Division Chief; Power Market Development Division (PMDD)
	2.2. Uploading of Order of Payment	Total: PHP 7800	1 working day/s	Science Research Specialist I/II; Power Market Development



payment within five (5) working days to avoid termination of your application.				t Division (PMDD)
	2.3. Validation of payment and acceptance of receipt			2 working day/s • Admin Officer III/V; Treasury Division (TD)
3. Confirmation of the schedule of site inspection Location: https://www.evoss.ph/ Notes/Instruction: Confirm the schedule of the site inspection within five (5) working days to avoid termination of application.	3.1. Scheduling of Site Inspection	None	1 calendar day/s	• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.2. Actual Site Inspection excluding travel time			• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.3. Review and evaluation of the application			• Science Research Specialist I/II; Power Market Development Division (PMDD)
	3.4. Review and signing of the Complete Staff Work and Memorandum to Secretary endorsing the EPIMB's recommendation on the application			• Assistant Director, Director; Electric Power Industry Management Bureau (EPIMB)
	3.5. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application			• Assistant Secretary of EPIMB; Office of the Assistant Secretary
	3.6. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's			• Undersecretary of EPIMB; Office of the Undersecretary



	recommendation on the application		
	3.7. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	5 calendar day/s	Division Chief of Power Legal Services Division, Director of Legal Services; Legal Services (LS)
	3.8. Review and signing of the Complete Staff Work and memorandum to Secretary endorsing the EPIMB's recommendation on the application	3 calendar day/s	Undersecretary of Legal Services; Office of the Undersecretary
	3.9. Secretary's Approval or Disapproval of the EPIMB's recommendation/signing of the decision letter and transmittal to EPIMB of the signed decision letter	7 calendar day/s	Secretary; Office of the Secretary
	3.10. Uploading the decision letter in EVOSS/ ending the process	2 calendar day/s	Science Research Specialist I/II; Power Market Development Division (PMDD)

General Remarks

1. The 50 calendar days processing time are counted only based on the total number of days indicated as "calendar days" in the table above.
2. Calendar days refers to any day of the year including weekends and holidays.
3. Working days refer to weekdays (Monday to Friday) except holidays.
4. Calendar days are observed for the processes corresponding to the actual evaluation including the scheduling of site inspection, travel time, actual site inspection, review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
5. Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
6. For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Direct Connection Applications from the available options

Total Processing Time:	Calendar Days: 50 calendar day/s Working Days: 14 working day/s
Total Processing Fee:	Total Standard Fee:



PHP 7800



Power Planning and Development Division (PPDD)

External Services



1. EPIMB-PPDD01 Certificate of Endorsement to Energy Regulatory Commission (COE-ERC)

This certificate is necessary for energy-related projects, such as power generation, distribution, and transmission projects, and serves as an official endorsement allowing project proponents to apply for permits, licenses, and approvals from the ERC. The COE ensures that the project is aligned with the DOE's plans and programs and complies with applicable regulations.

Office or Division:	Power Planning and Development Division (PPDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	Proponents of power projects that are already existing and/or for commissioning.	
Operating Hours:	24/7	
Statute:	ERC Resolution No. 17, Series of 2023.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Request addressed to the EPIMB Director <i>Any of the following:</i>		
1.A. Letter of Request - New Application (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For New Applications, it should include the official name of the project/generating facility, nameplate capacity in three (3) decimal places in MW, complete location of the project (barangay, municipality, province) and target commercial operations date of the project.</i>		
---- OR ----		
1.B. Letter of Request - for Amendment of COE (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For Amendment (Amendment of Developer name, capacity, project name, or location), it should include the previously issued COE number, official name of the project/generating facility, nameplate capacity in three (3) decimal places in MW, and complete location of the project (barangay, municipality, province) <u>and the reason for amendment.</u></i>		
Sub Requirement		
1.B.A. Copy of previously issued COE to ERC		
---- OR ----		



1.C. Letter of Request - for renewal of COC (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It should include the official name of the project, nameplate capacity in three (3) decimal places, and complete location of the project including barangay, municipality and province.</i>	
Sub Requirement	
1.C.A. Copy of previously issued COE to ERC	
2. Company Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Brief details about the company that applying for the endorsement</i>	
3. Project Background / Description (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Including the following information:</i> 1. Official Name of the Company 2. Name of the Generating Facility / Project (please exclude capacity) 3. Nameplate capacity, in three (3) decimal places ◦ For Solar Projects, this should be both MW_{DC} and MW_{AC} ◦ Battery in both MW / MW_h (the capacity must be based on the battery modules) ◦ Oil Based Power Plants: Identify the number of owned (MW) and leased (MW) (if applicable) generating sets 4. Single Line Diagram for ESS 5. Notarized Certification from the company that the declared specifications (Including the Installed Capacity, Official Generating Facility Name, Project location, Taget Testing and Commissioning Date, Target Commercial Operations Date) and the submitted documentary requirements are correct and consistent and that the Proponent is fully accountable for any discrepancies and inconsistencies. 6. Exact location of the power plant/project including the barangay, municipality, and province. ◦ For consistency of information, if the location is within a highly urbanized City, kindly cite the Province where the city is geographically located. 7. For New Power Plant: Target Commissioning and Commercial Operation Date. 8. For Existing Power Plant: Commencement of Operation Date 9. Summary of Off taker/s of the Electric Output with corresponding capacity 10. Engineering, Procurement, and Construction (EPC) Contractor; and 11. Jobs Generated during Construction and During Operation (current number of employees if the plant is already operational).	
4. Proof of Financial Closing <i>Any of the following:</i>	
4.A. Proof of Financial Closing - 100% Equity (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



- *Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the company with the following information:*
 - *Company/Developer's Name*
 - *Official Project Name*
 - *Capacity in three (3) decimal places [MW and MWp (if solar)][MW and MWh (if ESS)]*
 - *Exact Location of the power plant including the barangay, municipality, and province.*
 - *Amount of Total project cost*
 - *Indicate that it will be financed 100% by the Company*

---- OR ----

4.B. Proof of Financial Closing - Loan-Equity Ratio of the total project cost
(1) Electronic Copy

Applicant / Client

Remarks:

- *Notarized Certification from the Company signed by the President or Treasurer of the Company with the following information:*
 - *Company/Developer's Name*
 - *Official Project Name*
 - *Capacity in three (3) decimal places [MW and MWp (if solar)][MW and MWh (if ESS)]*
 - *Exact Location of the power plant including the barangay, municipality, and province*
 - *Amount of Total project cost and breakdown of Loan-Equity percentage specifying the amount*
 - *Bank Certification or Notarized Memorandum of Agreement or Loan Term Agreement indicating percentage and amount of Financial Assistance/loan to be provided for the development and construction of the project*
2. *Loan Agreement and/or Certification from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.*

---- OR ----

4.C. Proof of Financial Closing - For the Financier of the project
(1) Electronic Copy

Applicant / Client

Remarks:

Notarized Memorandum of Agreement/Loan Term Agreement between the company and the financier on the percentage and amount of Financial Assistance/loan to be provided, or any equivalent document

5. Copy of Securities and Exchange Commission (SEC) Registration
(1) Electronic Copy

Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department (CRMD)

6. Historical Generation
(1) Electronic Copy

Applicant / Client

Remarks:

For existing and operational power plants, at least 5 years and in GWh



7. Notarized Certificate of Assumption of Accountability (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Applicable to the successor company that takes on the ownership and/or takes over the operations of the generation company whether under a new name or using the same company names as the case may be.</i>				
8. Copy of the latest ERC issued Certificate of Compliance (COC) or Provisional Authority to Operate Any of the following:				
8.A. Latest ERC issued Certificate of Compliance (COC) (1) Electronic Copy		Energy Regulatory Commission - Licensing and Market Monitoring Division		
<i>Remarks:</i> <i>In case of expired certificate, submit proof of filing.</i>				
---- OR ----				
8.B. Copy of Provisional Authority to Operate (1) Original Copy		Energy Regulatory Commission - Licensing and Market Monitoring Division		
For Situational Requirement				
A. Additional for Renewable Energy Power Projects				
A.1. Notice to Proceed from the DOE Renewable Energy Management Bureau (1) Electronic Copy		Department of Energy - Renewable Energy Management Bureau		
<i>Remarks:</i> <i>NTP should include the following:</i> <i>Narrative of REMB evaluation on the consistency of the application from DOE-REMB records; Validation of the project specifics, including but not limited to the Developer name, capacity, project name, location, Target Testing and Commissioning and Commercial Operations date.</i> <i>In case of discrepancies and/or inconsistencies, the process will end if REMB either disqualify or disapprove application based on their conducted evaluation.</i> <i>In case of discrepancies and/or inconsistencies in the application and NTP, EPIMB to disapprove the application</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E (Designation; Office)
1. Submission of Request with Complete documents Location:	1.1. Online submission of request (3 working days for review for completeness and all documents)	None	3 working day/s	Science Research Specialist I / Science Research



evoss.ph (https://evoss.ph/) Notes/Instruction: NOTE: Upon submission of request, checking of completeness are within 3 working days.			Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.2. Evaluation of Documents	4 calendar day/s	- Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.3. Uploading of Notice to Proceed	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management



				t Bureau (REMB)
	1.4. Evaluation of NTP from REMB and Documents submitted and drafting of Letter of Payment and preparation of Order of Payment		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.5. Uploading of Order of Payment and Letter for Payment.		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
2. Uploading of Proof of Payment Location: evoss.ph (https://evoss.ph/) Notes/Instruction: Note: If proof of payment is not uploaded in the EVOSS System within 5 banking days, the task will automatically be cancelled. End of process.	2. Validation / confirmation of Payment and uploading of proof of payment	Formula Fees Breakdown: Php	1 working day/s	Admin Officer III / Admin Officer V; Treasury Division (TD)
3. Waiting for Endorsement Location:	3.1. Preparation of COE to ERC	None	1 calendar day/s	Science Research Specialist I /



evoss.ph				Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	3.2. Review of the endorsement of COE-ERC		1 calendar day/s	Division Chief; Power Planning and Development Division (PPDD)
	3.3. Review of the endorsement of COE-ERC		1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	3.4. Final Review, approval and signing of the COE-ERC		1 calendar day/s	Director; Electric Power Industry Management Bureau (EPIMB)
	3.5. Uploading of COE		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
General Remarks The 12 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.				



Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.

- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow Diagram tab, and select Certificate of Endorsement to ERC Process Flow from the available options.

Total Processing Time:	Calendar Days: 12 calendar day/s Working Days: 4 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Php**

Minimum of
Php 500.00
(less than
1MW)
Php 1,000.00
(1MW to less
than 10MW)
Maximum of
Php 10,000.00
or
Php 100.00
per MW of
installed
capacity
whichever is
higher for
10MW and
above



2. EPIMB-PPDD02 Clearance to Undertake System Impact Study (SIS)

This endorsement to NGCP will assist the applicant in securing a System Impact Study for its project. The SIS is essential to determining whether the project has impact to the stability and reliability of the power system.

Note: Calendar days will start once the submitted documents are tagged as complete.

Office or Division:	Power Planning and Development Division (PPDD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Generation Companies
Operating Hours:	24/7
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official company name, the official name of the project, capacity in three decimal places, complete location of the project including Barangay, Municipality and Province, Target Commercial Operation Date, Target Commissioning Date, Off-taker/s of the electricity, Target Transmission Line or substation Connection Point, and Service Contract No.</i>	
Sub Requirement	
1.A. For amendment of SIS, provide a copy of previously issued SIS	
2. Company Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Brief information of the Company</i>	
3. Project Background / Description (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Project Background / Description including the following information:</i> 1. Official Name of the Company 2. Official Name of the Generating Facility / Project 3. Installed Capacity (in three decimal places) 4. Exact Location (Barangay, Municipality and Province)	



5. Target Commercial Operation Date
6. Target Commissioning Date
7. Off-taker/s of the electricity.
8. Identify Target Transmission Line Connection Point
9. Single Line Diagram for Energy Storage System

For Situational Requirement

A. Additional for Renewable Energy Power Projects

A.1. Notice to Proceed from the DOE Renewable Energy Management Bureau
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

NTP should include the following:

Narrative of REMB evaluation on the consistency of the application from DOE-REMB records; Validation of the project specifics, including but not limited to the Developer name, capacity, project name, location, Target Testing and Commissioning and Commercial Operations date.

In case of discrepancies and/or inconsistencies, the process will end if REMB either disqualify or disapprove application based on thei conducted evaluation.

In case of discrepancies and/or inconsistencies in the application and NTP, EPIMB to disapprove the application

A.2. Certificate of Registration
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

Copy of Certificate of Registration as Renewable Energy (RE) Developer

A.3. Service Contract, Operating Contract, or Certificate of Authority
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

Issued by the Department of Energy - Renewable Energy Management Bureau

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/)	1.1. Review of the submitted documents (review of completeness of documentary requirements).	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science



Notes/Instruction: <i>Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicants need to submit a new application</i>			Research Specialist ; Power Planning and Development Division (PPDD)
	1.2. For Renewable Energy Projects, REMB evaluates if the application is qualified and issue a Notice to Proceed (NTP). PPDD to further evaluate submitted documents	4 calendar day/s	- Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.3. Uploading of NTP, If the application was tagged as qualified	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB)



	1.4. Evaluation of NTP and if Approve/Disapprove the application, drafting of Letter of Endorsement to NGCP	2 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) the draft letter and endorse for approval and signature	1 calendar day/s	Senior SRS, Supervising SRS, and Chief, PPDD; Power Planning and Development Division (PPDD)
	1.6. Further review and edit (if needed) the draft letter and endorse for approval and signature	1 calendar day/s	Assistant. Director, EPIMB; Power Planning and Development Division (PPDD)
	1.7. Review, approval, and signing. Uploading in the EVOSS System of the signed Clearance to Undertake SIS. End of process.	1 calendar day/s	- Director, EPIMB; Power Planning and Development Division (PPDD) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power



				Planning and Development Division (PPDD)
General Remarks • The 10 calendar days processing time are counted only based on the total number of days indicated as "calendar days" in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Clearance to Undertake SIS from the available options				
Total Processing Time:		Calendar Days: 10 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. EPIMB-PPDD03 Letter of Endorsement to National Commission on Indigenous Peoples (NCIP) for the issuance of Certification of Pre-Condition (CP)/ Certificate of Non-Overlap (CNO) for Generation Facilities

The issuance of a Certification Precondition (CP) / Certificate of Non-Overlap (CNO) certifies that a project area of a generation company does not overlap with any ancestral domain.

Office or Division:	Power Planning and Development Division (PPDD)																				
Classification:	Complex																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	Generation Companies																				
Operating Hours:	24/7																				
Statute:	Republic Act No 11234 "Energy Virtual One-Stop Shop Act"																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i> </td></tr> <tr> <td>2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i> </td></tr> <tr> <td>3. Company Profile (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Brief information about the Company</i> </td></tr> <tr> <td>4. Project Background / Description (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Project Background / Description including the following:</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>		2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>		3. Company Profile (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Brief information about the Company</i>		4. Project Background / Description (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Project Background / Description including the following:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>																					
2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>																					
3. Company Profile (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Brief information about the Company</i>																					
4. Project Background / Description (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Project Background / Description including the following:</i>																					



1. Official Name of the Company
2. Official Name of the Generating Facility / Project
3. Gross/Nameplate Capacity (in three decimal places)
4. Exact Location (Including Barangay, Municipality, Province)
5. Target Commercial Operation Date
6. Target Testing and Commissioning Date
7. Off-taker/s of the electricity
8. Cooperation period of the Power Supply Agreement (or any equivalent document) with the off-taker/s (applicable if the power plant is already operational)
9. Short narrative description of the project

5. Vicinity Map
(1) Electronic Copy

Applicant / Client

Remarks:

illustrative map that shows the **location of a specific property, project site, or facility** in relation to its **surrounding landmarks, streets, and geographic context**.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/) Notes/Instruction: <i>Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, the applicant needs to submit a new application</i>	1.1. Review of the submitted documents review of the submitted documents	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluate and Approve/Disapprove the application		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development



			t Division (PPDD)
	1.3. Preparation letter to NCIP endorsing the project for issuance of a Certification Precondition (CP) / Certificate of Non-Overlap (CNO)	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review and edit (if needed) of letter to NCIP and endorse for approval, and signature.	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) of letter to NCIP and endorse for approval, and signature.	1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.6. Final review, approval, signing and Uploading of the signed Endorsement to NCIP	1 calendar day/s	- Director; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist; Power Planning and Developmen t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to NCIP from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. EPIMB-PPDD04 Endorsement to Board of Investments (BOI)

Service provided by the **Department of Energy (DOE)** to enable applicants to proceed with its application to the Board of Investments (BOI) for registration and availment of incentives.

Office or Division:	Power Planning and Development Division (PPDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Generation Companies applying for BOI registration and incentives.	
Operating Hours:	24/7	
Statute:	Republic Act No. 11534, otherwise known as the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act, as amended by RA No. 12066 (CREATE MORE Act), and its Implementing Rules and Regulations (IRR).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Request addressed to EPIMB Director (1) Electronic Copy		Applicant / Client
2. Company Profile (1) Electronic Copy		Applicant / Client
3. SEC Registration for Partnership and/or Corporation (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
4. Articles of Incorporation (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
<i>Remarks:</i> <i>Must be SEC certified machine copy</i>		
5. By-Laws/Partnership (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
6. Project Profile /Background/Description (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Project Profile /Background/Description to include the following:</i> <i>1. Technical Description of the Project. (For Coal Power Plants, please indicate sources of coal and the percentage of their sources.) including the following information:</i> <i>1. Official Name of the Company</i>		



2. Name of the Generating Facility/Project (please exclude capacity)
 3. Nameplate capacity in MW. For **Battery** in both MW / MWh (the capacity must be based on the battery modules).
 4. Exact location of the power plant including the Barangay, Municipality, and Province
 5. For New Power Plant: Target Commissioning and Commercial Operation Date; For Existing Power Plant: Commencement of Operation Date
 6. Summary of Off-taker/s/ Power Supply Agreement (PSA) of the Electric Output with corresponding capacity and validity of terms, if applicable.
 7. Jobs Generated during construction and during operation (target if new project)
 8. Market / Supply Situation
 9. **Compliance with Tier I Qualification Requirements of the 2022 SIPP** as specified under the CREATE Act, and as amended by Republic Act No. 12066;
 10. Total Investment Cost (Permits and Licenses, Land Acquisition, Civil Works, Machinery and Equipment, and Other related initial costs. For costs in foreign currency, indicate the conversion rate to Php)
2. Single Line Diagram for Energy Storage System

7. Proof of Financial Closing, whichever is available
Any of the following:

7.A. Notarized Certificate of Availability of funds indicating to finance 100% of the project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company
(1) Electronic Copy

Applicant / Client

---- OR ----

7.B. Notarized Certification indicating the Loan-Equity Ratio of the total project cost
(1) Original Copy

Applicant / Client

---- OR ----

7.C. Notarized Memorandum of Agreement/Loan term Agreement between the company and financier on the amount of Financial Assistance/loan to be provided
(1) Original Copy

Applicant / Client

For Situational Requirement

A. For Diesel Plants

A.1. Certificate from fuel supplier indicating compliance with the 2% biodiesel blend
(1) Original Copy

Applicant / Client

A.2. Fuel Supply Agreement
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location:	1.1. Review of the submitted documents (review of completeness and consistency of documentary	None	3 working day/s	Science Research Specialist I / Science Research Specialist II /



EVOSS System (https://www.evoss.ph/) Notes/Instruction: Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicants need to submit a new application	requirements / supporting documents)		Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluation/assessment of submitted documents	2 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.3. Preparation of Letter of Endorsement (LOE) to BOI	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review and edit (if needed) of LOE-BOI and endorse for approval and signature.	2 calendar day/s	Senior SRS, Supervising SRS, and Chief; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) of LOE-BOI and endorse for approval and signature	1 calendar day/s	Assistant Director; Electric Power



				Industry Management Bureau (EPIMB)
	1.6. Review, approval, and signing of LOE-BOI and Uploading of the signed LOE to BOI in the EVOSS System		1 calendar day/s	• Director; Electric Power Industry Management Bureau (EPIMB) • Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)

General Remarks

- The 7 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to BOI from the available options

Total Processing Time:	Calendar Days: 7 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



5. EPIMB-PPDD05 Endorsement to Philippine National Police (PNP)

The **Department of Energy (DOE) Letter of Endorsement to the Philippine National Police (PNP)** is issued to support the application of generation companies seeking to **possess or purchase explosives, explosive ingredients, or controlled chemicals**.

Office or Division:	Power Planning and Development Division (PPDD)																				
Classification:	Complex																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	Generation Companies requesting to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals																				
Operating Hours:	24/7																				
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Indicating the specific purpose of the purchase/possession of the explosives/explosive ingredients/controlled chemicals and the detailed information on the name of chemicals/explosive ingredients/explosives, quantities, etc., which will be used in the power generation. </td></tr> <tr> <td>2. Letter of Request addressed to the PNP Chief (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives/explosive ingredients/controlled chemicals as a PURCHASER including the information on the tentative date of delivery, quantity for delivery and the name of chemicals. </td></tr> <tr> <td>3. Accomplished Form from PNP Explosives Management Division (1) Electronic Copy</td><td>Philippine National Police - Explosives Management Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Accomplished Form from PNP Explosives Management Division for the Request to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals </td></tr> <tr> <td>4. Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission (1) Electronic Copy</td><td>Department of Energy - Electric Power Industry Management Bureau / Power Planning and Development Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> Indicating the specific purpose of the purchase/possession of the explosives/explosive ingredients/controlled chemicals and the detailed information on the name of chemicals/explosive ingredients/explosives, quantities, etc., which will be used in the power generation.		2. Letter of Request addressed to the PNP Chief (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> Attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives/explosive ingredients/controlled chemicals as a PURCHASER including the information on the tentative date of delivery, quantity for delivery and the name of chemicals.		3. Accomplished Form from PNP Explosives Management Division (1) Electronic Copy	Philippine National Police - Explosives Management Division	<i>Remarks:</i> Accomplished Form from PNP Explosives Management Division for the Request to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals		4. Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission (1) Electronic Copy	Department of Energy - Electric Power Industry Management Bureau / Power Planning and Development Division	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
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<i>Remarks:</i> Accomplished Form from PNP Explosives Management Division for the Request to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals																					
4. Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission (1) Electronic Copy	Department of Energy - Electric Power Industry Management Bureau / Power Planning and Development Division																				
<i>Remarks:</i>																					



Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission for the issuance of the Certificate of Compliance

5. Proof of Registration in the Wholesale Electricity Spot Market.
(1) Electronic Copy

Independent Electricity Market Operator of the Philippines - Registration and Stakeholder Services Division

Remarks:

Proof of Registration of the requesting company and the name of the resource facility registered in the Wholesale Electricity Spot Market.

For Situational Requirement

A. If the company is the winning bidder of the NPC-PSALM's assets for privatization

Sub Situational Requirement/s

A.a. Submit copy of any notarized pertinent documents related to the transfers of assets from NPC-PSALM to the winning bidder such as Asset Purchase Agreement (APA), Land Lease Agreement (LLA) Amendment, Accession and Assumption Agreement (AAAA), Deed of Absolute Sale (DOAS), etc.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/) Notes/Instruction: Note: Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicant needs to submit a new application.	1.1. Review of the submitted documents (review of completeness of documentary requirements).	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluate and Approve/Disapprove the application		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning



			and Development Division (PPDD)
	1.3. preparation of letter of endorsement to the PNP.	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review of draft letter of endorsement, edit if needed.	1 calendar day/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Power Planning and Development Division (PPDD)
	1.5. Further review of draft letter of endorsement, edit if needed.	1 calendar day/s	Assistant. Director; Electric Power Industry Management Bureau (EPIMB)
	1.6. Review, approval, signing and uploading of the signed Letter of Endorsement to PNP	1 calendar day/s	- Director; Electric Power Industry Management Bureau (EPIMB) - Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Developmen t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to PNP from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. EPIMB-PPDD06 Issuance of Certificate of Endorsement for Point-to-Point Limited Transmission Facilities for Generation Facilities

This certificate of endorsement to Point-to-Point Limited Transmission Facility to the Energy Regulatory Commission will assist the generation company in securing approval for its application to develop a Point-to-Point Limited Transmission Facility for the connection of its power plant to the grid.

Office or Division:	Power Planning and Development Division (PPDD)																
Classification:	Simple																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Generation Companies connecting to the grid																
Operating Hours:	24/7																
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter request addressed to EPIMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i> </td></tr> <tr> <td>2. Company Profile (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i> </td></tr> <tr> <td>3. Project Background / Description (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter request addressed to EPIMB Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i>		2. Company Profile (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i>		3. Project Background / Description (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Letter request addressed to EPIMB Director (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i>																	
2. Company Profile (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i>																	
3. Project Background / Description (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i>																	



4. Articles of Incorporation and By-Laws of the Company (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Articles of Incorporation and By-Laws of the Company</i>				
5. Transfer/Deed of Assignment (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company name as the case may be.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS Website (https://www.evoss.ph/) Notes/Instruction: If the documents submitted were consistent and complete, the task will be tagged as complete and will proceed to evaluation.	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 working day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.2. Evaluation of Documents		1 calendar day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Preparation of letter of approval and the Certificate of Endorsement		1 calendar day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.4. Review and signing of the letter of approval and Certificate of Endorsement		1 calendar day/s	• Supervising SRS and Senior SRS; Power Planning and Development Division (PPDD)



	1.5. Review and endorsement of the letter of approval and Certificate of Endorsement, edit if needed.		1 calendar day/s	Assitant Director and Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.6. Uploading in the EVOSS System of the signed Letter of endorsement to the proponent. - End of process -		1 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)

General Remarks

- The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement for Point-to-Point Limited Transmission Facilities from the available options

Total Processing Time:	Calendar Days: 5 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



7. EPIMB-PPDD07 Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects

The issuance of a Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) certifies that a project area of the National Grid Corporation of the Philippines (NGCP) does not overlap with any ancestral domain.

Office or Division:	Power Planning and Development Division (PPDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	National Grid Corporation of the Philippines' compliance to the requirements of NCIP.			
Operating Hours:	24/7			
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter Request (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to Electric Power Industry Management Bureau (EPIMB) Director</i>				
2. Letter of Request addressed to NCIP (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to NCIP</i>				
3. Project Profile (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Project Profile to include the following;</i> <i>a. Objective of Project;</i> <i>b. Impact Management and Mitigation Plan; and</i> <i>c. Location Map</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Online submission of Request with complete documents Location: EVOSS Website (https://www.evoss.ph) Notes/Instruction: If the document is already complete proceed to evaluation /assessment if approved or disapproved. End of process if tagged as disapproved.	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 working day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.2. Evaluation of the documents submitted and Preparation of letter of endorsement to NCIP		2 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Review letter of endorsement to NCIP		1 calendar day/s	Senior SRS, Supervising SRS and Chief of PPDD; Power Planning and Development Division (PPDD)
	1.4. Review letter of endorsement to NCIP		1 calendar day/s	Assistant Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.5. Review, approve and signing of letter and Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP.		1 calendar day/s	- Director, EPIMB; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II; Power Planning and Development



				t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to NCIP for Transmission Projects from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. EPIMB-PPDD08 Issuance of Certificate of Endorsement to the Department of Justice (DOJ) for Non-Immigrant Visa Application

This certificate of endorsement to the DOJ will assist the proponent in securing the Non-Immigrant Visa.

Office or Division:	Power Planning and Development Division (PPDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Electric Power Industry Stakeholders			
Operating Hours:	24/7			
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to the Electric Power Industry Management Bureau Director</i>				
2. Copy of Valid Passport (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Copy of Valid Passport</i>				
3. Certificate of Employment (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certificate of Employment</i>				
4. Endorsement from Service Contractor (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>If employed by a company engaged by a subcontractor, endorsement from Service Contractor or Service Contractor to apply on his / her behalf</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Online submission of application Location: evoss.ph (https://evoss.ph)	1.1. Checks the completeness and consistency in form and in substance of application	None	3 working day/s	SRS I and SRS II; Power Planning and Development Division (PPDD)
	1.2. Staff conducts technical evaluation and prepares the memorandum to LS		1 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Review and approval and endorsement to EPIMB Directors		1 calendar day/s	Senior SRS, Supervising SRS and Chief of PPDD; Power Planning and Development Division (PPDD)
	1.4. Review and approval of the EPIMB-Assistant Director		1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.5. EPIMB Director approves and signs the technical evaluation and forwards to LS		1 calendar day/s	Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.6. LS-OD endorses to concerned division		1 calendar day/s	Director; Legal Services
	1.7. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review		1 calendar day/s	Concerned LS Division; Legal Services



	1.8. LS-OD review of COE and endorses to EPIMB		1 calendar day/s	Concerned LS Division; Legal Services
	1.9. PPDD prepares the letter of transmittal to the applicant		1 calendar day/s	Chief of PPDD; Power Planning and Development Division (PPDD)
	1.10. Review and approval of the EPIMB Assistant Director		1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.11. Review and signing of the COE by the EPIMB Director and transmittal to PPDD and Upload the scanned copy of signed Letter and Certificate of Endorsement		1 calendar day/s	- Director ; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II; Power Planning and Development Division (PPDD)

General Remarks

- The 10 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to the DOJ from the available options



Total Processing Time:	Calendar Days: 10 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



Information Services Division (ISD)

External Services



1. ITMS-ISD01 Provision of Infographics Services

Provision of energy service contract maps (Petroleum, Coal, Power Plant, Solar, Wind, Hydropower, Geothermal & Biomass) and other customized maps can be acquired in printed and/or digital format.

Office or Division:	Information Services Division (ISD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any individual, company, academic institution, or research organization			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request with Order Details (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>For Walk-in Clients: Submit request letter or accomplish the ISD Request Form</i> <i>For Off-site Clients: Provide request details through Email or Phone Call</i> <i>Please ensure that your request includes the following details:</i> • Title of Energy Resource Map • Quantity of copies needed • Type of Paper (for printed maps)				
For Situational Requirement				
A. For Digital Copy of Map/s				
A.1. Accomplished Terms of Use in Electronic File Form (1) Original Copy Or (1) Electronic Copy			Department of Energy - Information Technology and Management Services- Information Services Division	
B. For Student Availing the Map/s for Free				
B.1. Endorsement letter from the Head of School (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit the request Location: a. For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City b. For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391	1.1. Receive, evaluate and endorse the request	None	20 minute/s	Information Technology Officer III / Information Technology Officer II; Information Services Division (ISD)
	1.2. Validate with the client the final items/order details and provide all the required forms to be accomplished by the client		20 minute/s	Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
2. Validate and confirm the request Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391 Notes/Instruction: For phone call request or confirmation of order details, the client's email address must be provided to issue the Order of Payment through COMS.	2. Issuance of Order of Payment	None	25 minute/s	Accounting Staff; Accounting Division (AD)
3. Pay the required fee Location:	3. Issue the DOE Official Receipt using	Possible Fees	25 minute/s	Administrative Officer



Treasury Division Office Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City Any Landbank Branch	COMS and send it via email	Breakdown: 24"x36" (Brightwhite Paper) : PHP 1150 24"x36" (Photo paper) : PHP 1800 36"x48" (Brightwhite Paper) : PHP 1800 36"x48" (Photo paper) : PHP 2800 A4 size paper : PHP 125		(AO) ; Treasury Division (TD)
4. Provide copy of DOE Official Receipt /proof of payment Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to itms-isd@doe.gov.ph	4.1. Process the request	None	2 working day/s	• Information Technology Officer I; Information Services Division (ISD)
	4.2. Check the generated/ printed map		4 hour/s	• Information Technology Officer I/Information Technology Officer II; Information Services Division (ISD)
	4.3. Release/send the map to client		2 hour/s, 30 minute/s	• Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
General Remarks Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees				



- **24"x36" (Brightwhite Paper) : 1150**
- **24"x36" (Photo paper) : 1800**
- **36"x48" (Brightwhite Paper) : 1800**
- **36"x48" (Photo paper) : 2800**
- **A4 size paper : 125**



2. ITMS-ISD02 Provision of Geomatics Services (1 Thematic Map)

Provision of energy service contract technical data and other geodetic information by generating one (1) thematic map (Map of petroleum, coal, and renewable areas) related to energy resources and other spatial energy data using datasets that require geoprocessing, geodetic computation or simple layout design. The map may be provided in printed and/or digital format.

Office or Division:	Information Services Division (ISD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any individual, company, academic institution, or research organization			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request with Order Details (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>For Walk-in Clients: Submit request letter or accomplish the ISD Request Form</i> <i>For Off-site Clients: Provide request details through Email or Phone Call</i> <i>Please ensure that your request includes the following details:</i> • Title of Energy Resource Map • Quantity of copies needed • Type of Paper (for printed maps)				
For Situational Requirement				
A. For Digital Copy of Map/s				
Sub Situational Requirement/s				
A.a. Accomplished Terms of Use in Electronic File Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request Location: a. For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	1.1. Receive, evaluate and endorse the request	None	20 minute/s	• Information Technology Officer III / Information Technology Officer II; Information Services



b. For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391	1.2. Validate with the client the final items/order details and provide all the required forms to be accomplished by the client		20 minute/s	Division (ISD) Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
2. Validate and confirm the request Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph contact Tel. No. (Trunkline)(632)8479- 2900 local 254 / 391 Notes/Instruction: For phone call request or confirmation of order details, the client's email address must be provided to issue the Order of Payment through COMS.	2. Issuance of Order of Payment	None	25 minute/s	Accounting Staff; Accounting Division (AD)



3. Pay the required fee Location: Treasury Division Office Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City Any Landbank Branch	3. Issue the DOE Official Receipt using COMS and send it via email	Possible Fees Breakdown: 24"x36" (Brightwhite Paper): PHP 1150 24"x36" (Photo paper): PHP 1800 36"x48" (Brightwhite Paper)): PHP 1800 36"x48" (Photo paper) : PHP 2800 A4 size paper: PHP 125	25 minute/s	• Administrative Officer (AO) ; Treasury Division (TD)
4. Provide copy of DOE Official Receipt /proof of payment Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to itms-isd@doe.gov.ph	4.1. Process the request	None	2 working day/s	• Information Technology Officer I; Information Services Division (ISD)
	4.2. Check the generated/ printed map		4 hour/s	• Information Technology Officer I/Information Technology Officer II; Information Services Division (ISD)
	4.3. Release/send the map to client		2 hour/s, 30 minute/s	• Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
General Remarks Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



See other fees below

Possible Fees

- **24"x36" (Brightwhite Paper) : 1150**
- **24"x36" (Photo paper) : 1800**
- **36"x48" (Brightwhite Paper)) : 1800**
- **36"x48" (Photo paper) : 2800**
- **A4 size paper : 125**



3. ITMS-ISD03 Verification of the Area of Interest (AOI) for the Small-Scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	SSCMP Applicant, Department of Energy Field Office			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for SSCMP Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
2. Location map with Technical Description of the applied area (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared, certified, signed, and sealed by the Geodetic Engineer who conducted the survey.</i>				
3. Accomplished Lot Data Computation Form (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
4. Certificate of tie point coordinates or geodetic control point used in the survey (1) Original Copy Or (1) Electronic Copy			Department of Environment and Natural Resources - Land Management Bureau or the National Mapping and Resource Information Authority	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance Location: Department of Energy Luzon Field Office - Government Center, Nueva Vizcaya,	1.1. Receive by office staff and endorse by the authorized personnel to ISD all documents from the Department of Energy Field Office	None	2 hour/s	Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ; ITMS, Office



Pangasinan Road, Brgy. Carmay East (Purok 06) Rosales 2441, Pangasinan Department of Energy Visayas Field Office - 3rd Floor, Escario Building, 731 Escario Street, Capitol Site, Cebu City Department of Energy Mindanao Field Office -3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City			of the Director
	1.2. Receive, record, evaluate for completeness, and endorse the survey returns to the Geomatics Section.	2 hour/s	Administrative Assistant III/ Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.3. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.4. Check and review the Area Clearance (AC) documents and recommend for approval/disapproval of the Area Clearance to the ITMS Director	1 working day/s	Information Technology Officer II/Information Technology Officer III; Information Services Division (ISD)
	1.5. Approve / Disapprove the AC	3 hour/s	Director III; ITMS, Office of the Director
	1.6. Release the approved/disapproved AC application	1 hour/s	Administrative Aide II / Administrative Assistant I / Executive Assistant I ; ITMS, Office of the Director



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



4. ITMS-ISD04 Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey

The Geomatics Section administers and verifies the survey returns submission for the conducted boundary survey of Coal to ensure accuracy and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract Holder/ Coal Company	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request letter for approval of COC boundary survey (1) Original Copy And (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph		
2. Transmittal of Survey Returns (1) Original Copy And (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>		
3. Survey Plan (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Prepared, certified, signed, and sealed by the Geodetic Engineer who conducted the survey.</i>		
4. Survey Report (1) Original Copy And (1) Electronic Copy		Applicant / Client



<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
5. Field Notes and field notes cover, duly notarized (1) Original Copy And (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
6. Traverse Computation (1) Original Copy And (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
7. Certificate of tie point coordinates or geodetic control point used in the survey (1) Original Copy And (1) Electronic Copy			Department of Environment and Natural Resources - Land Management Bureau or the National Mapping and Resource Information Authority	
8. Geodetic Engineer's PRC ID (1) Photo Copy Or (1) Electronic Copy			Professional Regulation Commission - Issuing Division/Office	
9. Geodetic Engineer's Professional Tax Receipt (PTR) (1) Photo Copy And (1) Electronic Copy			Local Government Unit or Provincial Government Unit Office - Local city or municipal hall's Treasurer's Office / Provincial Treasurer's Office	
<i>Remarks:</i> <i>Issued by the Local Government Unit or Provincial Government Unit Office where the GE practices his/her profession.</i>				
10. Certificates of Instrument Registration and Calibration (GPS and/or Total Station) (1) Photo Copy And (1) Electronic Copy			DENR-Land Management Bureau / National Mapping and Resource Information Authority -	
For Situational Requirement				
A. For Survey with GPS/GNSS Data				
A.1. Raw and Post-Processed GPS/GNSS observation data (Sample: RINEX file)			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Coal Operating Contract (COC) holder	1.1. Receive by office staff and endorse by the	None	2 hour/s	• Records Officer;



submits survey report /returns Location: Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	authorized personnel all documents submitted by the client for the boundary survey of the COC Block/s to ISD			Records Management Division (RMD) Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III; ITMS, Office of the Director
	1.2. Endorse the survey returns to the Geomatics Section.		2 hour/s	Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation		4 hour/s	Information Technology Officer II; Information Services Division (ISD)
	1.4. Process and check survey returns computation and prepare technical descriptions (TD)		9 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
2. Confirm the schedule of field verification of the applied area. Location: Confirmation can be made via email or phone call from anywhere.	2.1. Conduct field verification to check the setting/placement of the boundary monuments	None	5 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services



			Division (ISD)
2.2. Validate field data, prepare and submit the report on the boundary survey validation of the COC, including final map/s and TD of each COC block		3 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
2.3. Review and check the endorsed report, map/s and TD and recommend for approval /disapproval of the boundary survey		1 working day/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
2.4. Approve / Disapprove the boundary survey conducted for the COC holder		6 hour/s	Director III; ITMS, Office of the Director
2.5. Release boundary survey results to notify the COC holder.		2 hour/s	Administrative Assistant III; Information Services Division (ISD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. ITMS-ISD05 Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Petroleum to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Energy Company (Petroleum, Oil and Gas)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for PCECP Petroleum Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph				
2. Location map with Technical Description (TD) of the Area of Interest (AOI) for Area Clearance in WGS 84 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Survey/Location plan of the AOI prepared, signed and sealed by a Geodetic Engineer.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance with required documents Location:	1.1. Receive by office staff and endorse by the authorized personnel all documents submitted	None	2 hour/s	Records Officer : Records Management Division



Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	by the client for Area Clearance to ISD		(RMD); Records Management Division (RMD) • Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ; ITMS, Office of the Director
	1.2. Endorse the survey returns to the Geomatics Section	1 hour/s	• Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation	1 hour/s	• Information Technology Officer II; Information Services Division (ISD)
	1.4. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.5. Check and review the Area Clearance (AC) documents	7 hour/s	• Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)



	1.6. Approve / Disapprove the AC		4 hour/s	Director III; ITMS, Office of the Director
	1.7. Release the approved/disapproved AC application		1 hour/s	Administrative Assistant III ; Information Services Division (ISD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. ITMS-ISD06 Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Coal to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Energy Company (Petroleum, Oil and Gas)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for PCECP Coal Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph				
2. Location map with Technical Description (TD) of the Area of Interest (AOI) for Area Clearance in PRS 92 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Survey/Location plan of the AOI prepared, signed and sealed by a Geodetic Engineer.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance with required documents Location:	1.1. Receive by office staff and endorse by the authorized personnel all documents submitted	None	2 hour/s	Records Officer : Records Management Division



Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	by the client for Area Clearance to ISD		(RMD); Records Management Division (RMD) • Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ;
	1.2. Endorse the survey returns to the Geomatics Section	1 hour/s	• Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation	1 hour/s	• Information Technology Officer II; Information Services Division (ISD)
	1.4. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.5. Check and review the Area Clearance (AC) documents	7 hour/s	• Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.6. Approve / Disapprove the AC	4 hour/s	• Director III; ITMS, Office of the Director



	1.7. Release the approved/disapproved AC application		1 hour/s	Administrative Assistant III ; Information Services Division (ISD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



7. ITMS-ISD07 Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and performs the verification of the geographic location of Area/Site of Interest (AOI/SOI) for energy resource service contract to ensure availability and avoid overlap with existing energy contracts or permits of the same resource.

Office or Division:	Information Services Division (ISD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Renewable Energy (RE) Company
Operating Hours:	24/7
Statute:	RA11234 - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Intent (LOI) addressed to the REMB Director following the prescribed template "k" - Annex K LOI Template (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Upload to EVOSS</i>	
2. Location/ Sketch map of the project area/site showing its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro). (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Upload to EVOSS</i>	
3. Excel File (TD_Forms.xls for Blocking and ISD LD for Non-Blocking) containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application) (Sample: TD_Forms or ISD LDC Form xls file)	Department of Energy - Information Technology and Management Services- Information Services Division
<i>Remarks:</i> <i>Use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a</i>	



scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.

<https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms>

4. Geodetic Engineer's Professional Regulation Commission ID (1) Electronic Copy	Professional Regulation Commission - Issuing Division/Office
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Remarks:

To be provided by the Geodetic Engineer who prepared the map.

5. Geodetic Engineer's Professional Tax Receipt (PTR) (1) Electronic Copy	Local Government Unit or Provincial Government Unit Office - Local city or municipal hall's Treasurer's Office / Provincial Treasurer's Office
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Remarks:

To be provided by the Geodetic Engineer who prepared the map.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submit documentary requirements through the EVOSS System Location: Through EVOSS website - https://www.evoss.ph/	1.1. Receive and record the request	None	4 hour/s	Administrative Assistant III ; Information Services Division (ISD)
	1.2. Assess ISD requests and assign the request to Geomatics Staff		4 hour/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.3. Receive the request, download files, record and evaluate documents for completeness, consistency, and basic compliance of the mapping requirements, prepare and upload		2 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II;



	report/remarks for non-compliant submissions.			Information Services Division (ISD)
2. Receive Notification of Completeness Check Result Location: Through EVOSS website - https://www.evoss.ph/ Notes/Instruction: If the result is compliant, wait for the area verification result If the result is incomplete, inconsistent, or non-compliant, refile for another request.	2.1. Receive and record the request	None	1 calendar day/s	Admin Assistant III; Information Services Division (ISD)
	2.2. Assessment of ISD requests and assignment of request to the Geomatics Staff		1 calendar day/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	2.3. Process the area verification to generate the Verification Map and Report, including all significant thematic layers needed for the area verification.		11 calendar day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	2.4. Validate the Verification Map and Report by the resource database administrator responsible for the applied resource.		2 calendar day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	2.5. Check the Verification Map and Report and endorse for approval		1 calendar day/s, 4 hour/s	Information Technology Officer II / Senior Science Research



			Specialist / Information Technology Officer I ; Information Services Division (ISD)
	2.6. Approval of area verification document	1 calendar day/s	Information Technology Officer III; Information Services Division (ISD)
	2.7. Uploading of approved and signed area verification document through EVOSS and updating of records	4 hour/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
Total Processing Time:		Calendar Days: 17 calendar day/s, 8 hour/s Working Days: 2 working day/s, 8 hour/s	
Total Processing Fee:		Total Standard Fee: None	



Information and Data Management Division (IDMD)

External Services



1. ITMS-IDMD01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for 1-50 data items)

IDMD provides energy data and information to academic institutions to support graduate and postgraduate students in using real-world data for their theses, dissertations, and capstone projects—ensuring practical relevance and academic rigor in their work.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Academe	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government-Issued ID Any Government-Issued ID		
2. Proof of Affiliation (1) Original Copy		Applicant / Client
3. Endorsement letter (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Endorsement from the Dean/Professor of the academic institution</i>		
4. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Submit a Letter of Intent addressed to :</i> <i>Atty. Paolo G. Fondevilla</i> <i>Director</i> <i>Information Technology and Management Services</i> <i>Department of Energy</i> <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.</i>		
5. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)



Remarks:

The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepare the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)



3. Sign the DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For Petroleum data request disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD, HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	• Division chief; Petroleum Resources Development Division (PRDD) • Division chief; Geothermal Energy Management Division (GEMD) • Division chief; Coal and Nuclear Minerals Division (CNMD) • Division chief; Solar and Wind Energy Management Division (SWEMD) • Division chief; Hydropower and Ocean Energy Management Division (HOEMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to the client		30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP),	4. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	4 working day/s, 6 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II



2nd Floor, EDCP Bldg., Department of Energy				or Senior Science Research Specialist; Information and Data Managemen t Division (IDMD)
General Remarks Students are required to submit a copy of their study or thesis within three months of completing their research, either in person or by emailing a digital copy to edcp@doe.gov.ph.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. ITMS-IDMD01-01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for more than 50 data items)

IDMD provides energy data and information to academic institutions to support graduate and postgraduate students in using real-world data for their theses, dissertations, and capstone projects—ensuring practical relevance and academic rigor in their work.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Academe	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government-Issued ID Any Government-Issued ID		
2. Proof of Affiliation (1) Original Copy		Applicant / Client
3. Endorsement letter (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Endorsement from the Dean/Professor of the academic institution</i>		
4. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Submit a Letter of Intent addressed to :</i> <i>Atty. Paolo G. Fondevilla</i> <i>Director</i> <i>Information Technology and Management Services</i> <i>Department of Energy</i> <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.</i>		
5. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)



Remarks:

The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepare the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)



3. Sign the DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For Petroleum data request disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD, HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	• Division chief; Petroleum Resources Development Division (PRDD) • Division chief; Geothermal Energy Management Division (GEMD) • Division chief; Coal and Nuclear Minerals Division (CNMD) • Division chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division chief; Solar and Wind Energy Management Division (SWEMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to the client		30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP),	4. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 6 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II



2nd Floor, EDCP Bldg., Department of Energy				or Senior Science Research Specialist; Information and Data Managemen t Division (IDMD)
General Remarks Students are required to submit a copy of their study or thesis within three months of completing their research, either in person or by emailing a digital copy to edcp@doe.gov.ph.				
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. ITMS-IDMD02 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for 1-50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative No. 1		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepared the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD,CNMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Petroleum Resources Development Division (PRDD) - Division Chief; Coal and Nuclear Minerals Division (CNMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary processing fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Processing fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	4 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Processing fee General report = Php1400.00 / report				



Well report = Php1400.00 / well

Wire Line = Php1400.00/well

Seismic Data = Php1400.00/ line series

Well Core and Sample = Php1500.00 /section

Data fee Computation for Coal data

Coal General Report = Php2,300 / report



4. ITMS-IDMD02-01 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for more than 50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepared the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD,CNMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Petroleum Resources Development Division (PRDD) - Division Chief; Coal and Nuclear Minerals Division (CNMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary processing fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Processing fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data				
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Processing fee General report = Php1400.00 / report				



Well report = Php1400.00 / well

Wire Line = Php1400.00/well

Seismic Data = Php1400.00/ line series

Well Core and Sample = Php1500.00 /section

Data fee Computation for Coal Data

Coal General Report = Php2,300 / report



5. ITMS-IDMD03 Provision of Renewable Energy Data and Information through the Energy Data Center (for 1-50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
Remarks: Kindly provide an authorization letter if the request is being made by someone other than the head of the company				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepare the Data Request Form (DRF) and provide to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign Data Request Form (DRF) with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	3.1. Have the request approved by the concerned division (GEMD, HOEMD, SWEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	• Division Chief; Geothermal Energy Management Division (GEMD) • Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division Chief; Solar and Wind Energy Management Division (SWEMD) • Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	• Science Research Assistant or Science Research Specialists II ; Information and Data Management



				t Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	• Senior Science Research Specialist; Information and Data Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary data fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Data fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	4 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Data fee**

Data Fee Computation

Geothermal General Report = Php2,300

Geothermal Well Report = Php3,300



6. ITMS-IDMD03-01 Provision of Renewable Energy Data and Information through the Energy Data Center (for more than 50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepare the Data Request Form (DRF) and provide to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign Data Request Form (DRF) with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	3.1. Have the request approved by the concerned division (GEMD, HOEMD, SWEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Geothermal Energy Management Division (GEMD) - Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Division Chief; Solar and Wind Energy Management Division (SWEMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management



	4.2. Approve the BS through COMS		30 minute/s	Senior Science Research Specialist; Information and Data Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	Accounting Staff; Accounting Division (AD)
5. Pay the necessary data fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Data fee	30 minute/s	Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 4 hour/s, 30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				



- **Data fee**

Data Fee Computation

Geothermal General Report = Php2,300

Geothermal Well Report = Php3,300



7. ITMS-IDMD05 Receiving of Incoming Documents (For Single Transaction)

This process is certified under ISO 9001:2015, which includes the systematic receipt, encoding into the Energy Application Monitoring System (EAMS), and logging all incoming documents.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Transmittal or Cover Letter (1) Original Copy			Applicant / Client	
2. Pre-numbered stub and filled-out Visitor's Monitoring Slip (1) Original Copy			Department of Energy - Lobby Guard	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client submits the document through Personal Delivery and/or Courier Services Location: Receiving Unit, Ground Floor, Department of Energy-Old Lobby	1.1. Check if the documents are complete, ensuring that the addressee's information is accurate, and that all necessary attachments are included.	None	20 minute/s	Administrative Officer VI/ Administrative Officer III/ Administrative Officer I/ Administrative Aide IV/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
	1.2. Stamp received at the upper right most of the document indicating the time and date of receipt and affix the initial of the receiving staff. For courier transactions, if		20 minute/s	Administrative Officer VI/ Administrative Officer III/ Administrative Officer I/ Administrative Aide VI/



incomplete, indicate the lacking documents below the stamp then proceed in the receiving of the documents.		Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.3. Sort/segregate documents received by bureaus/services/offices .	20 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Officer I/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.4. Encode in the Energy Application Monitoring System (EAMS).	30 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.5. Scan the documents and attach in the corresponding EAMS number.	30 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)



	1.6. Record in the corresponding logbook for dispatching.		20 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Officer I/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
	1.7. Route the documents to the concerned bureaus/services/offices		5 hour/s, 40 minute/s	Administrative Aide II; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. ITMS-IDMD06 Request for Information (under the Freedom of Information (FOI)) - 15 Working Days

The Freedom of Information (FOI) is implemented as the people's constitutional right to information within the Executive Branch of the government. It promotes transparency, accountability, and public participation in the government.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Citizens / stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	The Freedom of Information (FOI) Executive Order, Executive Order No. 2, s. 2016, was signed by Rodrigo Duterte on July 23, 201			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. eFOI Request Form/ Standard Request Form (1) Electronic Copy Or (1) Original Copy			Applicant / Client	
<i>Remarks:</i> www.foi.gov.ph FOI Office, Ground Floor, DOE Old Bldg.				
2. Valid ID Student ID/Company ID/Passport/Driver's License/National ID or Other government-issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge a Request for Information Location: www.foi.gov.ph / FOI Office, Ground Flr., Department of Energy Annex Bldg.	1.1. Check and validate the contact information of the requesting party	None	4 hour/s	• FOI Receiving Officer; Information and Data Management Division (IDMD)
Notes/Instruction:	1.2. Check if the request for information		4 hour/s	• FOI Receiving



I. If the provided information is incorrect or the request needs further clarification, the requesting party is given 60 working days to comply. Failure to comply within the given time period, request will be deemed automatically closed. II. If the requested information is not available in the agency, the request will be denied or will be referred to the correct agency.	is valid		Officer; Information and Data Management Division (IDMD)
	1.3. Coordinate with FOI Action Officers (FAO) to confirm if the requested information is available	1 working day/s, 6 hour/s	- FOI Receiving Officer; Information and Data Management Division (IDMD) - FOI Action Officers; DOE - All Bureaus/Services/Offices
	1.4. Forward the request to the concerned FOI Decision Maker (FDM)	2 hour/s	- FOI Receiving Officer; Information and Data Management Division (IDMD) - FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.5. Process the request.	11 working day/s	- FOI Action Officer; DOE - All Bureaus/Services/Offices - FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.6. Release the requested information	1 working day/s	FOI Decision Maker; DOE - All Bureaus/Services/Offices
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)
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)



Office Groups and Divisions					
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)				



9. ITMS-IDMD06-01 Request for Information (under the Freedom of Information (FOI)) - With extensive research - 35 Working Days

The Freedom of Information (FOI) Executive Order, **Executive Order No. 2, s. 2016**, was signed by Rodrigo Duterte on July 23, 2016. The order implemented the people's constitutional right to information within the Executive Branch of the government. It promotes transparency, accountability, and public participation in the government.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Citizens/Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Executive Order No. 02, series of 2016			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. eFOI Request Form/ Standard Request Form (1) Electronic Copy Or (1) Original Copy			Electronic Mode: www.foi.gov.ph / Standard Mode - Information and Data Management Division (IDMD)	
<i>Remarks:</i> www.foi.gov.ph FOI Office, Ground Floor, DOE-Annex Bldg.				
2. Valid ID Student ID/Company ID/Passport/Driver's License/National ID or Other government-issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge a Request for Information Location: www.foi.gov.ph / FOI Office, Ground Floor, Department of Energy-Annex Bldg.	1.1. Check and validate the contact information of the requesting party.	None	4 hour/s	• FOI Receiving Officer; Information and Data Management Division (IDMD)
Notes/Instruction:	1.2. Check if the request for information		4 hour/s	• FOI Receiving



I. <i>If the provided information is incorrect or the request needs further clarification, the requesting party is given 60 working days to comply. Failure to comply within the given time period, request will be deemed automatically closed.</i> II. <i>If the requested information is not available in the agency, the request will be denied or will be referred to the correct agency.</i>	is valid.		Officer; Information and Data Management Division (IDMD)
	1.3. Coordinate with Freedom Of Information Action Officers (FAO) to confirm if the requested information is available.	1 working day/s, 6 hour/s	- Freedom Of Information Receiving Officer; Information and Data Management Division (IDMD) - FOI Action Officers; DOE - All Bureaus/Services/Offices
	1.4. Forward the request to the concerned Freedom Of Information Decision Maker (FDM).	2 hour/s	FOI Receiving Officer/ FOI Decision Maker; Information and Data Management Division (IDMD)
	1.5. Process the request.	11 working day/s	FOI Action Officer / FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.6. Extend the request and inform the client that the reason for the extension is due to an extensive search of government office records.	20 working day/s	- Freedom of Information Action Officer; DOE - All Bureaus/Services/Offices - FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.7. Release the requested information.	1 working day/s	FOI Action Officer; DOE - All



				Bureaus/Ser vices/Offices
Total Processing Time:		Working Days: 35 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	Upstream Conventional	Power Legal Services Division	Renewable Energy Legal	General Legal Services Division	Administrative Services (AS)



Office Groups and Divisions					
Energy Legal Services Division (DCELS)	Energy Legal Services Division (UCELS)	(PLSD)	Services Division (RELS)	(GLSD)	
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)				



10. ITMS-IDMD07 Authentication of Documents (For Single Request - 1 to 1,500 pages)

Authentication of documents is important because it ensures that a document is genuine, prevents fraud, and makes it legally valid. It confirms the identity of the person who signed the document and proves that it was executed properly. In legal proceedings, authenticated documents are necessary for admissibility as evidence. Notarized documents are given more weight because they are presumed authentic.

Rule 132 of the Rules of Court; In the Philippines, the legal basis for obtaining a certified true copy (CTC) of official documents is primarily governed by administrative regulations and notarial laws, which outline the procedures and authorities involved in issuing these copies.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Rule 132 of the Rules of Court			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for Certified True Copy of documents. (1) Original Copy			Applicant / Client	
2. Endorsement Letter from document originator (1) Original Copy			Department of Energy - Concerned Bureaus/Services/Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse a request letter for authentication. Location: Department of Energy- Main Bldg., Old Lobby, Ground Floor Records Management Section-Receiving Unit Notes/Instruction:	1.1. Receive the endorsement letter of request from concerned bureau/service/office for the Director's instruction, and forward it to the Information and Data Management Division for processing.	None	2 hour/s	Office of the Director-Executive Assistant/ Computer Operator II/ Administrative Aide II; Information Technology and Management Services (ITMS)



1. If the requested document is not in the custody of the Information and Data Management Division (IDMD), we will coordinate with the concerned bureau, service, or office to obtain the original or official copy of the document. 2. For less than 1,500 pages - 3 working days For more than 1,501 pages - 5 working days				- Director; Information Technology and Management Services (ITMS) - Concerned Bureaus/Services/Offices ; DOE - All Bureaus/Services/Offices
	1.2. Check if the requested document is in the custody of IDMD.		15 minute/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	1.3. Prepare the Billing Statement in the Collection Monitoring System (COMS).		1 hour/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	1.4. Approve the prepared Billing Statement in the COMS.		1 hour/s	- Division Chief (Approver); Information and Data Management Division (IDMD) - Administrative Officer V (Alternate); Information and Data Management Division (IDMD)
	1.5. Process the Order of Payment in the COMS and email it to the client for payment.		15 minute/s	Accountant IV; Accounting Division (AD)
2. Pay necessary fees as indicated in the	2. Process the payment and issue the Official	Standard Fees	10 minute/s	Collection Officer;



Order of Payment Location: Treasury Division, Ground Floor, DOE- Annex Bldg. Notes/Instruction: The Order of Payment will be generated by the DOE Accounting Division and will be sent to the client's provided email. Once received, the client may settle the payment at the DOE treasury Division. For payments done thru direct bank deposits or online, be sure to secure an Official Receipt from DOE's Treasury Division. Account Name: DOE Trust Fund Account Number: 3982-1098-59 Bank Address: Land Bank of the Philippines - Energy Center Branch Swift Code: TLBPPHMM Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City Once settled, please provide ITMS-IDMD the proof of payment. First page - Php20.00 Additional fees per succeeding page - Php2.00	Receipt.	Breakdown: First page: PHP 20 Total: PHP 20 Possible Fees Breakdown: Additional fees per succeeding page: PHP 2		Treasury Division (TD)
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3. Present the Official Receipt or the validated Deposit Slip. Location: Records Center, Ground Floor, DOE- Mutlipurpose Bldg.	3.1. Obtain a receipt from the client as proof of payment.	None	10 minute/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
	3.2. Reproduce the requested document/s according to the request of the client.		5 hour/s	Admin. Officer V/ Admin. Aide VI/ Admin. Aide IV; Information and Data Management Division (IDMD)
	3.3. Stamp the documents and forward them to the authorized signatory for authentication.		6 hour/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
	3.4. Sign / authenticate the document/s.		1 working day/s	Division Chief/ Admin. Officer V ; Information and Data Management Division (IDMD)
	3.5. Inform the requesting party through email that the document/s is/are ready for pick-up.		10 minute/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 20 See other fees below		
Possible Fees				



- Additional fees per succeeding page : 2

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)



Office Groups and Divisions					
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)				



11. ITMS-IDMD07-01 Authentication of Documents (For Single Request - more than 1,500 pages)

Authentication of documents is important because it ensures that a document is genuine, prevents fraud, and makes it legally valid. It confirms the identity of the person who signed the document and proves that it was executed properly. In legal proceedings, authenticated documents are necessary for admissibility as evidence. Notarized documents are given more weight because they are presumed authentic.

Rule 132 of the Rules of Court; In the Philippines, the legal basis for obtaining a certified true copy (CTC) of official documents is primarily governed by administrative regulations and notarial laws, which outline the procedures and authorities involved in issuing these copies.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Rule 132 of the Rules of Court			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for Certified True Copy of documents. (1) Original Copy			Applicant / Client	
2. Endorsement Letter from document originator (1) Original Copy			Department of Energy - Concerned Bureaus/Services/Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse a request letter for authentication. Location: Records Center, Ground Floor, Department of Energy-Multipurpose Bldg. Notes/Instruction: 1. If the requested document is not in the custody of the	1.1. Receive the endorsement letter of request from concerned bureau/service/office for the Director's instruction, and forward it to the Information and Data Management Division for processing.	None	1 hour/s	• OD-Executive Assistant/ Computer Operator II/ Administrative Aide II; Information Technology and Management Services (ITMS)



Information and Data Management Division (IDMD), we will coordinate with the concerned bureau, service, or office to obtain the original or official copy of the document. 2. For less than 1,500 pages - 3 working days For more than 1,501 pages - 5 working days				- Director; Information Technology and Management Services (ITMS) - Concerned Bureaus/Services/Offices ; DOE - All Bureaus/Services/Offices
	1.2. Check if the requested document is in the custody of IDMD.		30 minute/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	1.3. Prepare the Billing Statement in the Collection Monitoring System (COMS).		1 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	1.4. Approve the prepared Billing Statement in the COMS.		30 minute/s	- Division Chief (Approver); Information and Data Management Division (IDMD) - Administrative Officer V (Alternate); Information and Data Management Division (IDMD)
	1.5. Process the Order of Payment in the COMS and email it to the client for payment.		15 minute/s	Accountant IV; Accounting Division (AD)
2. Pay necessary fees as indicated in the	2. Process the payment and issue the Official	Standard Fees	10 minute/s	Collection Officer;



Order of Payment Location: Treasury Division, Ground Floor, DOE- Annex Bldg. Notes/Instruction: The Order of Payment will be generated by the DOE Accounting Division and will be sent to the client's provided email. Once received, the client may settle the payment at the DOE treasury Division. For payments done thru direct bank deposits or online, be sure to secure an Official Receipt from DOE's Treasury Division. Account Name: DOE Trust Fund Account Number: 3982-1098-59 Bank Address: Land Bank of the Philippines - Energy Center Branch Swift Code: TLBPPHMM Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City Once settled, please provide ITMS-IDMD the proof of payment. First page - Php20.00 Additional fees per succeeding page - Php2.00	Receipt.	Breakdown: First page: PHP 20 Total: PHP 20 Possible Fees Breakdown: Additional fees per succeeding page: PHP 2		Treasury Division (TD)
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3. Present the Official Receipt or the validated Deposit Slip. Location: Records Center, Ground Floor, Department of Energy-Multipurpose Bldg.	3.1. Obtain a receipt from the client as proof of payment.	None	15 minute/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	3.2. Reproduce the requested document/s according to the request of the client.		6 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	3.3. Stamp the documents and forward it to the authorized signatory for authentication.		6 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	3.4. Sign / authenticate the document/s.		3 working day/s	Division Chief/ Administrative Officer V ; Information and Data Management Division (IDMD)
	3.5. Inform the requesting party via email that the document/s is/are ready for pick-up.		20 minute/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 20 See other fees below		
Possible Fees Additional fees per succeeding page : 2				



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)



Office Groups and Divisions					
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)				



Oil Industry Management Bureau (OIMB)

Internal Services



1. OIMB-OD01 - Request from Bureaus, Services, Division and Unit within DOE for Oil Industry Data / Statistics / Information

The interagency cooperation between bureaus, services, division and unit within DOE for oil industry data / statistics and information.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus, services, division, and unit within DOE interested in oil industry data / statistics and information.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request Indicating the Interested Information and Data (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter of Request Location: 3rd Floor - Oil Industry Management Bureau (OIMB), PNOC Building 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig	1.1. Official Receipt of request	None	1 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.2. Receive request and assign to responsible division		2 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.3. Receive request and assign to responsible section/personnel		2 hour/s	- Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD) - Administrative Aide VI; Oil Industry Standards and Monitoring Division (OISMD)



			• Administrative Aide VI; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Administrative Aide VI; Natural Gas Management Division (NGMD)
	1.4. Process request and prepare letter for the requesting bureau/office	2 working day/s	• Science Research Specialists; Oil Industry Competition and Monitoring Division (OICMD) • Science Research Specialists; Oil Industry Standards and Monitoring Division (OISMD) • Science Research Specialists; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Science Research Specialists; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate and act on the request	1 working day/s	• Supervising Science Research Specialist; Oil Industry Competition and



			- Monitoring Division (OICMD) • Supervising Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD) • Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Review, evaluate and act on the request, and endorse to Office of the Bureau Director	1 working day/s	• Division Chief; Oil Industry Competition and Monitoring Division (OICMD) • Division Chief; Oil Industry Standards and Monitoring Division (OISMD) • Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)



			• Division Chief; Natural Gas Management Division (NGMD)
	1.7. Review and endorse for Director's approval	1 working day/s	• Assistant Director ; OIMB, Office of the Director
	1.8. Review and approve endorsed letter	1 working day/s	• Director; OIMB, Office of the Director
	1.9. Notify the requesting bureau/office that the approved letter is ready for release	3 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD) • Administrative Aide VI; Oil Industry Standards and Monitoring Division (OISMD) • Administrative Aide VI; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Administrative Aide VI; Natural Gas Management Division (NGMD)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



Natural Gas Management Division (NGMD)

Internal Services



1. OIMB-NGMD18 Request for Downstream Natural Gas Industry Data/Statistics/Information

The interagency cooperation between bureaus, services, division and unit within DOE for downstream natural gas industry data / statistics and information.

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus, services, division, and unit within DOE interested in downstream natural gas industry data / statistics and information.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum signed by the Head of the Requesting Bureau/Service/Division/Unit indicating the requested information and data (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request with complete attachment (if there is) Location: 3F PNOC Building 5, Energy Center, Rizal Drive. Bonifacio Global City, Taguig City	1.1. Receive request and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Assign request to processor		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Evaluate and process the request, and prepare a memorandum responding to the request with the necessary supporting attachments		4 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.4. Review and endorse the request to the Division Chief		4 hour/s	Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review and endorse the request to the Office of the Bureau Director		4 hour/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Review and endorse the request to Director		7 hour/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Approve request and corresponding attached documents		7 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Release approved request and corresponding attached documents to respective division		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Forward approved request to the requesting Bureau/Service/Division /Unit		30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



**EPPB, Office of the Director
Internal Services**



1. EPPB-OD01 Provision of Data/Information to Other DOE Bureaus/Services/Offices

This application is in accordance with DO2018-04-0009, entitled "Institutionalizing Submission of Energy Information, Sectoral Developments and Statistics/Data to the Energy Policy and Planning Bureau (EPPB)." It aims to provide energy data/information to other DOE units/employees.

Office or Division:	EPPB, Office of the Director			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Individual or Offices within the Department of Energy			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Official Letter of Request or Email (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>The Official Letter or Email request must contain the following information:</i> <i>1) Name and address of requesting party</i> <i>2) Specific industry data/ Statistics/ information needed</i> <i>3) Intended use of data/ statistics/ information being requested</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for statistics/ information/ related to energy via walk-in or email	1.1. Receipt of data/information request/ recording to logbook/ EDMS	None	2 hour/s	• Executive Assistant; EPPB, Office of the Director
Location: Office of the Director, Energy Policy and Planning Bureau, 4th Floor PNOC Building V, Energy Center, Rizal Drive, 34th Street, Taguig, 1632	1.2. Screening of request/endorsement to concerned unit(s)		2 hour/s	• Executive Assistant; EPPB, Office of the Director

Email to:
eppb.od@doe.gov.ph



Copy furnished: msinocruz@doe.gov.ph and gsuiza@doe.gov.ph	1.3. Receipt of data/information request by the unit/s for recording to logbook/ Electronic Document Management System (EDMS)	30 minute/s	• Clerk III; Planning Division (PD) • Clerk III; Policy Formulation and Research Division (PFRD)
	1.4. Screening of request/endorsement to staff	30 minute/s	• Chief; Planning Division (PD) • Chief; Policy Formulation and Research Division (PFRD)
	1.5. Processing of requested data/ information	1 working day/s, 6 hour/s	• Science Research Specialist; Planning Division (PD) • Science Research Specialist; Policy Formulation and Research Division (PFRD)
	1.6. Review/endorsement for approval of output	2 hour/s	• Chief; Planning Division (PD) • Chief; Policy Formulation and Research Division (PFRD)
	1.7. Approval of output (if necessary)	2 hour/s	• Director; EPPB, Office of the Director
	1.8. Recording/Transmittal of output	1 hour/s	• Clerk III; Planning Division (PD)



				• Clerk III; Policy Formulation and Research Division (PFRD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Information Technology and Management Services (ITMS)

Internal Services



1. ITMS-ITD01 ICT Service Request

Provide ICT-related support services and solutions relative to Internet, Network, and Information / Database Systems to DOE Bureaus, Field Offices, Services and Units for smooth delivery of government services.

Office or Division:	Information Technology and Management Services (ITMS)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Requesting DOE Bureaus, Services and Units			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Service Request Form (1) Original Copy			ITMS - ITD	
<i>Remarks:</i> <u>ITD Service Request Form</u>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a signed service request form via email to itms-itd@doe.gov.ph Location: Department of Energy	1.1. Acknowledge receipt of request	None	4 hour/s, 30 minute/s	• ITO-III / ITO-II / ITO-I / CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	1.2. Review and assign the request to the section concerned.		4 hour/s, 30 minute/s	• ITO-III / ITO-II / ITO-I; Information Technology Division (ITD)
	1.3. Concerned section to accomplish the request and inform the requesting unit upon completion.		6 working day/s	• CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



2. ITMS-ITD02 Account Service Request

Provide account-related services such as account creation, modification, reactivation, password reset, access permissions, and other account concerns.

Office or Division:	Information Technology and Management Services (ITMS)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Requesting DOE Bureaus, Services and Units			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Service Request Form (1) Original Copy			ITMS - ITD	
<i>Remarks:</i> <u>ITD Service Request Form</u>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a signed service request form to itms-itd@doe.gov.ph Location: Department of Energy	1.1. Acknowledge the receipt of request	None	1 working day/s	• ITO-III / ITO-II; Information Technology Division (ITD)
	1.2. Endorse the request to concerned section.		1 working day/s	• ITO-III / ITO-II / ITO-I; Information Technology Division (ITD)
	1.3. Concerned section to accomplish the request and inform the requesting unit upon completion.		1 working day/s	• ITO-I / CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. ITMS-ITD03 Document Validation

Provide thorough review and verification of submitted documents, including Terms of Reference (TOR), and other official documentation before proceeding to the next stage of processing or approval.

Office or Division:	Information Technology and Management Services (ITMS)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Requesting DOE Bureaus, Services and Units			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Signed Document Validation Form (1) Original Copy			ITMS - ITD	
<i>Remarks:</i> <u>ITD Service Request Form</u>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit signed Document Validation Form, soft copy of document and necessary attachments to ITMS-ITD via email at itms-itd@doe.gov.ph Location: Department of Energy	1.1. Acknowledge receipt of the email within the day.	None	2 hour/s	ITO-I; Information Technology Division (ITD)
	1.2. Conduct initial review of the document		4 working day/s, 8 hour/s	Concerned CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	1.3. Review provided document with initial review of concerned staff		3 working day/s	ITO-III / ITO-II; Information Technology Division (ITD)
	1.4. Approve initial review of the document		1 working day/s	ITO-III / ITO-II; Information Technology



				Division (ITD)
	1.5. Conduct meeting with ITMS Director		2 working day/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	1.6. ITMS Director approves Document Validation Form		1 working day/s	ITMS Director; Information Technology and Management Services (ITMS)
	1.7. Inform client to print latest version of the document via email		1 working day/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	1.8. Route Approved Document Validation Form to client.		1 working day/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
2. Receive Approved Document Validation Form Location: Department of Energy	2. Receive and review form	None	3 hour/s, 45 minute/s	Requesting office; Any of requesting office / division
3. Print latest version of the document Location: Department of Energy	3. Review version of document	None	3 hour/s, 45 minute/s	Requesting office; Any of requesting office / division
4. Route printed document to assigned signatories for approval Location: Department of Energy	4. Confirm approval of document	None	3 hour/s, 45 minute/s	Requesting office; Any of requesting office / division



5. Route approved document to ITMS-ITD Location: Department of Energy	5.1. Review signed document	None	3 hour/s, 45 minute/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	5.2. Confirm that signed document is the latest version		3 hour/s, 45 minute/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	5.3. Indicate initial on signed document		3 hour/s, 45 minute/s	ITO-III / ITO-II; Information Technology Division (ITD)
	5.4. Route the document to ITMS-OD for ITMS Director signature		3 hour/s, 45 minute/s	CMT-III / ISA-II / ISA-I; Information Technology Division (ITD)
	5.5. Receive the document		3 hour/s, 45 minute/s	ITMS-OD; Information Technology and Management Services (ITMS)
	5.6. Approve the document		3 hour/s, 45 minute/s	ITMS Director; Information Technology and Management Services (ITMS)
	5.7. Route the approved document to ITMS-ITD		3 hour/s, 45 minute/s	ITMS-OD; Information Technology and Management Services (ITMS)
	5.8. Route the approved document to the client		3 hour/s, 45 minute/s	CMT-III / ISA-II / ISA-I; Information



				Technology Division (ITD)
6. Receive the approved document. Location: Department of Energy	6. Confirm that document is received	None	3 hour/s, 45 minute/s	Receiving office; Any of requesting office / division
Total Processing Time:		Working Days: 19 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		



4. ITMS-ITD04 Uploading/Posting of Energy Information thru the DOE Website/Portal

The DOE website is a virtual gateway to energy information and services provided by various DOE Bureaus, Services and Units. It offers a wide array of data, statistics, resources, and services accessible to the public.

Office or Division:	Information Technology and Management Services (ITMS)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Requesting DOE Bureaus, Services and Units			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memo or Letter of request for web posting (to be emailed) signed by the Requesting Unit Director (1) Original Copy			ITMS - ITD	
<i>Remarks:</i> <i>c/o Requesting Offices</i>				
2. Copy of data requested for posting, in digital or PDF format, including approved graphics, images, or videos, if applicable (1) Electronic Copy			ITMS - ITD	
<i>Remarks:</i> <i>c/o Requesting Offices</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Prepare a memo signed by the Requesting Unit Director with complete attachments Location: Department of Energy	1.1. Acknowledge receipt of request	None	3 hour/s	ITO-III / ITO-II / ITO-I / ISA-II / ISA-I; Information Technology Division (ITD)
Notes/Instruction: Clients to send their requests through email	1.2. Approval of the request		3 hour/s	ITMS, Director; Information Technology and Management



webposting@doe.gov.ph				t Services (ITMS)
CC: ITMS Director, ITD ITO-III <i>Remarks:</i> Client/s to provide additional data or clarification if requested.	1.3. Endorse the request to the concerned ITD Staff		3 hour/s	ITO-III / ITO-II; Information Technology Division (ITD)
2. Provide additional data or clarification, if requested. Location: Department of Energy	2.1. Acknowledge receipt of request	None	3 hour/s, 36 minute/s	ITO-I / ISA-II / ISA-I; Information Technology Division (ITD)
	2.2. Create and edit web contents		3 hour/s, 36 minute/s	ITO-I / ISA-II / ISA-I; Information Technology Division (ITD)
	2.3. Review and upload web resources (PDFs, images, videos)		3 hour/s, 36 minute/s	ITO-I / ISA-II; Information Technology Division (ITD)
	2.4. Approve for posting		3 hour/s, 36 minute/s	ITO-I; Information Technology Division (ITD)
	2.5. Notify the requesting unit of successful posting by email		3 hour/s, 36 minute/s	ITO-I / ISA-II / ISA-I; Information Technology Division (ITD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Information and Data Management Division (IDMD)

Internal Services



1. ITMS-IDMD04 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for 1-50 data items)

IDMD provides energy data and information to DOE employees to support research and reporting requirements, in accordance with Department Circular No. DC2023-10-0028

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Units			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. List of data to be requested (1) Original Copy			Applicant / Client	
2. Data Request Form (DRF) (1) Original Copy			Department of Energy - Information and Data Management Division (IDMD)	
<i>Remarks:</i> <i>Electronic Mode: edcp@doe.gov.ph</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide the list of data to be requested Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may submit their list of requested data either in person or via email at edcp@doe.gov.ph	1. IDMD shall prepare the Data Request Form (DRF)	None	4 hour/s	Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist ; Information and Data Management Division (IDMD)
2. Sign the DRF with list of available data	2.1. Have the request approved by the concerned division	None	1 working day/s	Division Chief; Petroleum



Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: DOE employees may submit the signed DRF either in person or via email at edcp@doe.gov.ph	(PRDD, CNMD, HOEMD, GEMD, SEMD, BEMD, WEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD of his/her duly authorized representative		Resources Development Division (PRDD) • Division Chief; Coal and Nuclear Minerals Division (CNMD) • Division Chief; Solar Energy Management Division (SEMD) • Division Chief; Wind Energy Management Division (WEMD) • Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division Chief; Biomass Energy Management Division (BEMD) • Division Chief; Geothermal Energy Management Division (GEMD)
	2.2. EDCP shall release the data or provide online access to the requested data	1 working day/s	• Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist; Information and Data Management



3. Receive or view the data online Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may access the data either in person or online through the following platforms: 1. https://nedr.doe.gov.ph/ 2. EDCP OneDrive	3. IDMD will monitor the viewing access of the client	None	4 hour/s	t Division (IDMD) • Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks DOE employee may request for an extension of online viewing either in person or via email at edcp@doe.gov.ph				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. ITMS-IDMD04-01 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for more than 50 data items)

IDMD provides energy data and information to DOE employees to support research and reporting requirements, in accordance with Department Circular No. DC2023-10-0028

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Units			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Department Circular No. DC2023-10-0028 Guidelines on the Petroleum Data Declassification and Free Data Access			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. List of data to be requested (1) Original Copy			Applicant / Client	
2. Data Request Form (DRF) (1) Original Copy			Department of Energy - Information and Data Management Division (IDMD)	
Remarks: <i>Electronic Mode: edcp@doe.gov.ph</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide details of the requested data, e.g., basin, contract no., data type Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may submit their list of requested data either in	1. IDMD shall prepare the Data Request Form (DRF)	None	4 hour/s	Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist ; Information and Data Management Division (IDMD)



person or via email at edcp@doe.gov.ph				
2. Sign the DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: DOE employees may submit the signed DRF either in person or via email at edcp@doe.gov.ph	2.1. Have the request approved by the concerned division (PRDD, CNMD, HOEMD, GEMD, SEMD, BEMD, WEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD of his/her duly authorized representative	None	1 working day/s	• Division Chief; Petroleum Resources Development Division (PRDD) • Division Chief; Coal and Nuclear Minerals Division (CNMD) • Division Chief; Solar Energy Management Division (SEMD) • Division Chief; Wind Energy Management Division (WEMD) • Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division Chief; Biomass Energy Management Division (BEMD) • Division Chief; Geothermal Energy Management Division (GEMD)
	2.2. EDCP shall release the data or provide online access to the requested data		1 working day/s	• Science Research Assistant, Science Research Specialist II, Senior Science



				Research Specialist; Information and Data Management Division (IDMD)
3. Receive or view the data online Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may access the data either in person or online through the following platforms: 1. https://nedr.doe.gov.ph/ 2. EDCP OneDrive	3. IDMD will monitor the viewing access of the client	None	4 working day/s, 4 hour/s	• Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks DOE employee may request for an extension of online viewing either in person or via email at edcp@doe.gov.ph				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. ITMS-IDMD08 Publication of DOE Issuances (For single request)

Under the Executive Order No. 200, issued on June 18, 1987, by the then President Corazon C. Aquino, publication of laws, orders, and other official government issuances must be published through the Official Gazette or in a newspaper of general circulation before they become effective. This promotes transparency and ensurance for the public to be properly informed about new laws and regulations.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Department of Energy - Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Under the Executive Order No. 200, issued on June 18, 1987, by the then President Corazon C. Aquino			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum request (1) Original Copy			Department of Energy - Concerned Bureau/Service/Office	
2. Final and official Word file of the issuance (1) Electronic Copy			Department of Energy - Concerned Bureau/Service/Office	
3. Quotation and layout of the issuance from the publishing companies (1) Electronic Copy Or (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Department of Energy concerned Bureau/Service/Office must submit a request for the Publication of the issuance, along with the final and official Word file. Location: ITMS Office, Ground Floor, Department of Energy-Old Bldg. Notes/Instruction:	1.1. Receive the request from concerned Bureau/ Service/ Office for publication of the issuance for the Director's instruction and forward it to the Information and Data Management Division (IDMD) for processing.	None	30 minute/s	• OD-Executive Assistant/ Computer Operator II/ Administrative Aide II ; Information Technology and Management Services (ITMS) • Director; Information Technology



1. Publishing Companies are required to submit quotations and layout via recordspublication@doe.gov.ph			and Management Services (ITMS)
	1.2. Request and gather quotations and layouts from at least three (3) publishing companies.	4 hour/s	Administrative Officer V/ Administrative Officer I; Information and Data Management Division (IDMD)
	1.3. Collate and check the accuracy of the submitted quotations and layout design from the publishing companies and determine the lowest calculated and most responsive bidder/s.	1 working day/s	Administrative Officer V/ Administrative Officer I; Information and Data Management Division (IDMD)
	1.4. Prepare and review the memorandum, matrix, terms of reference, and other relevant documents for the Director's approval,	2 hour/s	Chief Science Research Specialist/ Administrative Officer V, Administrative Officer I; Information and Data Management Division (IDMD)
	1.5. Sign and approve the memorandum, matrix and terms of reference and other relevant documents.	30 minute/s	Director; Information Technology and Management Services (ITMS)
	1.6. Submit the signed documents to the BAC Secretariat for evaluation.	15 minute/s	Administrative Officer I; Information and Data Management Division (IDMD)
	1.7. Check the completeness of the documents based on the Checklist of Requirements for	15 minute/s	Bids and Awards Committee Secretariat; Procurement



Procurement of Goods and Services and forward to the BAC Chairman for approval.		Management Division (PMD)
1.8. Approve the memorandum request for the procurement of publication.	4 hour/s	Bids and Awards Committee Chairman; Office of the Undersecretary
1.9. Conduct and participate in the BAC meeting and award the procurement of publication to the lowest calculated and responsive bidder/s.	1 working day/s	- Bids and Awards Committee members / Technical Working Group / Secretariat/ End-user; DOE Offices, Bureaus, Services, Units - Director; Information Technology and Management Services (ITMS) - Chief SRS; Information and Data Management Division (IDMD)
1.10. Prepare a Letter Order for the winning bidder/s, indicating the date of publication, for the Director's approval.	30 minute/s	- Division Chief/ Administrative Officer I; Information and Data Management Division (IDMD) - Director; Information Technology and Management Services (ITMS)



	1.11. Email the signed Letter Order to the winning bidder/s to proceed with the publication.		20 minute/s	Administrative Officer I; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 3 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DOE Offices, Bureaus, Services, Units					
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)



Office Groups and Divisions					
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)				



4. ITMS-IDMD09 Messengerial Delivery Service (For single request)

To dispatch official mails from various bureaus/services/offices to the appropriate recipients.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Messengerial Service Form (Form No. 1) (1) Original Copy And (1) Photo Copy			Information Technology Management Services (ITMS) - Information and Data Management Division (IDMD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit mails to be delivered and attach the duly accomplished Request for Messengerial Service Form (Form No. 1). Location: FOI Office, Ground Floor, Department of Energy-Annex Bldg. Notes/Instruction: <i>1. The sender must ensure all details on the envelope are accurate, including the recipient's name, office/company name, and the complete address.</i> <i>2. The sender must verify that the documents inside the envelope are correct and complete.</i>	1.1. Stamp received request for messengerial service form (Form No. 1) and indicate the date and time of receipt. (must be original with duplicate)	None	1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.2. Encode the mail for personal delivery in the Records Management System (RMS) and indicate the generated control number on both the mail and Form No. 1.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.3. Sort the mails by their destination and		10 minute/s	Administrative Officer I,



3. Make sure that the Form No. 1 is duly signed and acknowledged by the addressee/reipient.	place them in the appropriate designated box for delivery.			Administrative Assistant II; Information and Data Management Division (IDMD)
4. Properly file the original Form No. 1 for reference.				
Total Processing Time:		Working Days: 2 hour/s, 10 minute/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)



Office Groups and Divisions					
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)				



5. ITMS-IDMD10 Mailing/Postal Services (For single request)

Official mails from various bureaus, offices, or services will be sent using postal services.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Mailing / Postal Service Form (Form No. 2) (1) Original Copy			Information Technology Management Services (ITMS) - Information and Data Management Division (IDMD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit mail with the attached duly accomplished forms. Location: FOI Office, Ground Floor, Department of Energy-Annex Bldg. Notes/Instruction: <i>1. Letter - Attach a duly accomplished request form for mailing/postal service (Form No. 2). 2. Include the duly accomplished PHLPOST forms: 2.1. For registered mail, attach the Registry Return Receipt (blue). 2.2. For express mail, attach the Express Mail form (EMS) (white and orange). 2.3. For international destinations, attach the</i>	1.1. Receive and check the mail if the requirements are complete.	None	20 minute/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.2. Sort and weigh mail according to type of postal service and destination and indicate the rate per mail.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.3. Stamp Indicia in the envelope as required by PHILPOST.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data



<i>Advice of Receipt/Delivery/Entry (pink).</i> <i>2.4. For domestic parcels, attach the PHLPOST Domestic Parcel form (blue and white).</i> <i>3. Indicate the cost of postage according to the rates provided by PHLPOST.</i>			Managemen t Division (IDMD)
	1.4. Encode in the Mailing List the details indicated in the letter including the rate of the mail.	2 hour/s, 30 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.5. Attach the tracking stickers to the letter, mailing list and the Registry Return Receipt for tracking purposes.	2 hour/s, 30 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.6. Prepare the Certificate of Mailing for approval of the Division Chief.	20 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.7. Approve the Certificate for Mailing	10 minute/s	Division Chief; Information and Data Managemen t Division (IDMD)
	1.8. Inform the postman that the mail is ready for pickup.	10 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
Total Processing Time:		Working Days: 1 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)



Office Groups and Divisions					
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)				



General Legal Services Division (GLSD)
External Services



1. LS-GLSD01 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)

This Certification serves as proof whether a requesting deceased/former employee or official of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting deceased/former DOE personnel has no pending administrative case before allowing him/her to claim government benefits, clearance, or others.

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Heirs, Family Members, Legal Representatives, or Authorized Individuals acting on behalf of Deceased, Incapacitated, or otherwise Unavailable Department of Energy Officials and Employees.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. DOE Clearance Form from HRMD (1) Original Copy			Department of Energy - Human Resource Management Division	
2. Death Certificate (1) Photo Copy			Philippine Statistics Authority - Civil Registration Services Division	
For Situational Requirement				
A. Additional requirement for authorized representative/s				
A.1. Special Power of Attorney (SPA)/Affidavit/Authorization Letter from immediate family (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of documentary requirements, as the case may be, through either of the following: a. Walk-in or b. Email Location: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy	1. Receive and evaluate the completeness of documents. 1.1.1. Check if details provided on the documents are complete and if the submitted documentary requirements are compliant. 1.1.2 Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None. 1.1.3 Draft Certification indicating the result of the verification, and assign control number	None	1 working day/s	• Legal Assistant II; General Legal Services Division (GLSD)
2. Signing of the Certificate Location: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy	2. The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.	None	2 working day/s	• Division Chief (for formerly Division Chief and below) or Director of Legal Services (for formerly Director and above); General Legal Services Division (GLSD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



General Services Division (GSD)
External Services



1. AS-GSD01 Request of Property, Plant and Equipment (PPE) and Semi-Expendable Items thru Donation or Transfer Without Cost to Other NGAs, LGUs, GOCCs or State Universities

This service facilitates the donation or transfer of Property, Plant, and Equipment (PPE) and semi-expendable items from one government entity to another without any cost. It aims to optimize the use of government resources by reallocating unserviceable or surplus items to entities that can utilize them effectively.

Office or Division:	General Services Division (GSD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NGAs, LGUs, GOCCs and State Universities			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter request for PPE and Semi-Expendable Items thru Donation to Other Government Entities, LGUs. Schools or State Universities addressed to the Head of the Agency (1) Original Copy			Department of Energy - General Services Division (GSD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request addressed to the Head of the Agency Location: Department of Energy, General Services Division Notes/Instruction: This pass must be approved by the Director of Administrative Services and accompanied by a Property Transfer Report (PTR) signed by both the Director of Administrative Services and the Undersecretary for Administration.	1.1. Received Request Letter (Donee) from Office of the Secretary (OSEC) thru Administrative Services- Office of the Director (AS-OD).	None	10 minute/s	• Property Officer I/ III; General Services Division (GSD)
	1.2. Check availability of Property, Plant and Equipment (PPE) and Semi-Expendable Items in the inventory list.		30 minute/s	• Property Officer I/ III; General Services Division (GSD)
	1.3. Prepare a memorandum requesting the Disposal Committee's approval for the donation, and a memorandum for the Secretary's approval of the donation, with the proper document attachments.		1 hour/s	• Property Officer I/ III; General Services Division (GSD)
	1.4. Prepare Property Transfer Report		10 minute/s	• Property Officer I/ III; General Services Division (GSD)
	1.5. Prepare a Property Gate Pass for items to be pulled out.		20 minute/s	• Property Officer I/ III; General Services Division (GSD)
	1.6. Approved Donation: Inform the donee by phone call that the items are ready for pick-up.		10 minute/s	• Property Officer I/ III; General Services Division (GSD)
	1.7. Assist the Donee for the inspection, hauling and pulled-out of the items donated upon agreed schedule and acknowledge the Property Gate Pass and Property Transfer Report.		1 hour/s	• Property Officer I/ III; General Services Division (GSD)
	Total Processing Time:		Working Days: 3 hour/s, 20 minute/s	
Total Processing Fee:		Total Standard Fee: None		



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																				
<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
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Application Form (1) Electronic Copy	Department of Energy (DOE) - Human Resource Management Division (HRMD)																				
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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://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)
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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-HRMD01-01 Recruitment Process (21-60 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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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	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:	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)
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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



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																				
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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				
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				
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B. Outstanding Accomplishment				
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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	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:	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)
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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



Treasury Division (TD)
External Services



1. AS-TD01 Disbursement of Fund through Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) - for Non-LBP account holder

Release of payments to suppliers/creditors through the manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA). The LDDAP-ADA form is used to facilitate the payment of government accounts payable, ensuring that claims are properly validated and processed, and payments are made through the Modified Disbursement System (MDS)

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Suppliers/creditors who are non-Landbank account holder and cannot be paid through the Electronic Modified Disbursement System (EMDS)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) (1) Original Copy			Department of Energy - Accounting Division	
2. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) together with the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: Bank charges concern: Please refer to Section 5.9, No. 2 of the Department of Budget and Management (DBM) Circular Letter No. 2013-16 dated 23 December 2013 which provides, "5.9.2 Bank transfer, if creditor's account is maintained outside the agency's MDS-GSB, where corresponding bank charges shall be borne/paid by the creditor/payee concerned" Crediting of payment to creditor's account: Please refer to Section 3.7 of the Department of Budget and Management (DBM) Circular Letter No. 2018-14 dated 28 December 2018 which provides, "3.7 As a general rule, the Modified Disbursement System	1.1. Receive the duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) together with the duly approved Disbursement Voucher (DV)	None	2 minute/s	Administrative Aide VI; Treasury Division (TD)
	1.2. Place/put an action slip for endorsement to the Division Chief for approval to process		2 minute/s	Administrative Aide VI; Treasury Division (TD)
	1.3. Verify the correctness of the LDDAP - ADA as against the DV		3 minute/s	Administrative Officer III; Treasury Division (TD)
	1.4. Encode the LDDAP-ADA and the DV in the Check Monitoring System (CMS)		5 minute/s	Administrative Officer I/ Administrative Aide VI; Treasury Division (TD)
	1.5. Prepare BillerDes for utility payments (e.g. PLDT, Meralco)		5 minute/s	Administrative Officer I or III; Treasury Division (TD)
	1.6. Check and validate the entries in the CMS as against the DV & LDDAP-ADA		5 minute/s	Administrative Officer V; Treasury Division (TD)
	1.7. Review the correctness of BillerDes as against the DV/s		2 minute/s	- Administrative Officer V; Treasury Division (TD) - Supervising Administrative Officer ; Treasury Division (TD)
	1.8. Prepare the Manual Advice of Checks Issued and		5 minute/s	Administrative Officer V;



- Government Servicing Banks (MDS-GSB) shall effect payment of A/Ps to the individual accounts of creditors within the next two (2) banking days after receipt of the LDDAP-ADA and SLIIE. " Agency Action No. 1.5 or Preparation of BillerDes is applicable for payments of utilities only.	Cancelled (ACIC) for LDDAP-ADA			Treasury Division (TD)
	1.9. Record in the journal book of deduction the amount in the LDDAP-ADA from NCA balance	2 minute/s		• Administrative Officer V; Treasury Division (TD)
	1.10. Sign the LDDAP-ADA and its attached ACIC	3 minute/s		• Chief Administrative Officer; Treasury Division (TD)
	1.11. Forward the LDDAP ADA and its ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for EUMB for above P5M) for signature	3 minute/s		• Administrative Aide VI; Treasury Division (TD)
	1.12. Sort the original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank	3 minute/s		• Administrative Aide VI; Treasury Division (TD)
	1.13. Submit the sorted original and duplicate copies of ACIC and LDDAP-ADA to Landbank of the Philippines (LBP) for crediting to suppliers' non-Landbank account	20 minute/s		• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-TD02 Collection of Fees and Charges

Issuance of Invoice to acknowledge receipt of collection of fees and charges from clients and businesses

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All clients who have been assessed and have been issued Order of Payments by the DOE- Accounting Services			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division, 2nd floor, Annex Bldg., Department of Energy	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Order of Payment to the Cashier/Collection Officer Location: Window 2, Treasury Division, Ground Floor, Annex Bldg., Department of Energy Notes/Instruction: For EVOSS client, please pay the amount due within five (5) working days only. For VFELP clients, please pay the amount due within seven (7) calendar days only. Failure to do so will automatically cancel the Order of Payment.	1. Check the accuracy of details of the Order of Payment (OP) through validation in the Collection Monitoring System (COMS) using the OP serial number	None	10 minute/s	• Administrative Officer III or V; Treasury Division (TD)
2. Pay the respective amount whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy Notes/Instruction: Upon receiving the invoice, check if all information in the invoice are correct and count the change, if any, before leaving.	2.1. For Over the Counter (OTC) Payment: Accept the payment(s), tick the type/mode of payment and generate the Invoice in the Collection Monitoring System	Formula Fees Breakdown: Please refer to the schedule of fees and charges	4 minute/s	• Administrative Officer III or V; Treasury Division (TD)
	2.2. For Online Payment: Confirm the credit to DOE Account through the downloaded bank statement and prepare the Invoice once confirmed		4 minute/s	• Administrative Officer III or V; Treasury Division (TD)
	2.3. Issue the invoice		2 minute/s	• Administrative Officer III or V; Treasury Division (TD)



Total Processing Time:	Working Days: 20 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Please refer to the schedule of fees and charges Click to view/download Approved Schedule of Fees and Charges CY 2023	



3. AS-TD03 Disbursement of Fund Through Electronic Modified Disbursement System (EMDS) (for LBP account holder)

Release of payments through Electronic Modified Disbursement System (eMDS) to suppliers with Landbank of the Philippines (LBP) Accounts. The electronic Modified Disbursement System (eMDS) has been adopted as one of the modes of disbursement under Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the DBM and DOF. This is to facilitate an efficient and prompt reconciliation of spending agencies' disbursements vis-à-vis the accounts of the BTr maintained at the LBP as Authorized Government Servicing Bank (AGSB)

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Suppliers/creditors who are enrolled in the LBP EMDS as internal creditors			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly signed Electronic Modified Disbursement System (EMDS) (1) Original Copy			Department of Energy - Accounting Division	
2. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Electronic Modified Disbursement System - Advice of Checks Issued and Cancelled (EMDS-ACIC) together with the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig Clty Notes/Instruction: The processing of credit to the creditor's account is within 24 to 48 hours after the Agency approves the List of Due and Demandable Accounts Payable (LDDAP) transaction , except for transactions that will fall on a Saturday, Sunday, or legal/special holiday which will be credited on the next banking day	1.1. Receive the duly approved Electronic Modified Disbursement System - Advice of Checks Issued and Cancelled (EMDS-ACIC) together with the duly approved Disbursement Voucher (DV)	None	3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Place/put an action slip for endorsement to the Division Chief for approval		2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.3. Verify the correctness of the EMDS-ACIC as against the DV		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.4. Encode the EMDS – ACIC and the DV in the Check Monitoring System (CMS)		5 minute/s	• Administrative Officee I/ Administrative Aide VI; Treasury Division (TD)
	1.5. Check and validate the entries in the CMS as against the DV & EMDS-ACIC		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.6. Record in the journal book of deduction the amount in the EMDS – ACIC from NCA balance		2 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.7. Sign the EMDS – ACIC and approve the same online in the LBP - EMDS portal		3 minute/s	• Chief Administrative Officer; Treasury Division (TD)
	1.8. Forward the EMDS-ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for		3 minute/s	• Administrative Aide VI; Treasury Division (TD)



	EUMB for above P5M) for signature of the ACIC and approval of the transaction online in the LBP-EMDS portal			
Total Processing Time:		Working Days: 26 minute/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-TD04 Disbursement of Fund Through Check Issuance

Release of payments through check to creditors/ suppliers who cannot be conveniently nor practicably be paid using Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or through Electronic Modified Disbursement System (EMDS) which include companies not authorized, per their internal policy, to open current accounts in addition to their existing accounts.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Suppliers/creditors with duly approved Disbursement Voucher and cannot be conveniently nor practicably be paid using Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or through Electronic Modified Disbursement System (EMDS)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
2. Sales Invoice or Service Invoice (1) Original Copy			Applicant / Client	
3. Company ID Company issued ID				
4. Authorization issued by Supplier (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: The check is ready for pick-up once it has been duly signed by the authorized agency signatories and the transaction has been approved online	1.1. Receive the duly approved Disbursement Voucher (DV)	None	2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Verify the correctness of the Disbursement Voucher		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.3. Encode the Disbursement Voucher in the Check Monitoring System (CMS)		5 minute/s	• Administrative Officer I/ Administrative Aide VI; Treasury Division (TD)
	1.4. Prepare the check and its corresponding Advice of Check Issued and Cancelled (ACIC) in the LBP-EMDS portal		10 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.5. Review the correctness of check and ACIC as against the DV		3 minute/s	• Administrative Officer V ; Treasury Division (TD)
	1.6. Check and validate the entries in the CMS as against the DV, Check, and ACIC		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.7. Record in the journal book of deduction the amount of the check from NCA balance		2 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.8. Sign the check and ACIC and approve the same online in		3 minute/s	• Chief Administrative



	the LBP-EMDS portal			Officer or Supervising Administrative Officer; Treasury Division (TD)
	1.9. Forward the Check together with its ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for EUMB for above P5M) for signature and online approval of the same in the LBP-EMDS portal		3 minute/s	Administrative Aide VI; Treasury Division (TD)
2. Present a valid company ID and an authorization from their company to receive the check Location: Check Releasing Counter, Window 3, Treasury Division, Annex Building, Department of Energy, 34th St. cor Rizal Drive, BGC, Taguig City	2. Verify the identity of the receiver or authorize representative to receive the check	None	2 minute/s	Administrative Assistant II; Treasury Division (TD)
3. Issue a sales/service invoice in exchange for the check payment Location: Check Releasing Counter, Window 3, Treasury Division, Annex Building, Department of Energy, 34th St. cor Rizal Drive, BGC, Taguig City Notes/Instruction: Upon receipt of the check, review the check's details to ensure they are correct before leaving	3.1. Release the check and return the presented identification 3.2. Receive the sales/service invoice	None	1 minute/s 1 minute/s	- Administrative Assistant II; Treasury Division (TD) - Administrative Assistant II/Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		



5. AS-TD05 Enrollment of Creditor's Account to the Electronic Modified Disbursement System (for Landbank account holder)

Enrollment of creditor's account to the Electronic Modified Disbursement System of the Land Bank of the Philippines (LBP-EMDS) to process payments to internal creditors.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Creditors/suppliers who have an existing or active Landbank account. The Electronic Modified Disturbment System (EMDS) is a secured internet banking facility for National Government Agencies (NGAs), including the Bureau of the Treasury and the Department of Budget and Management, which offers banking convenience to perform Modified Disbursement System's (MDS) transactions online.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Any proof of a bank account (such as Bank Statement or Bank Certificate) (1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy			Landbank of the Philippines - New Accounts Section	
2. Duly accomplished Request to Enroll Account to LBP EMDS (1) Original Copy			Department of Energy - Window 4, Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an accomplished "Request to Enroll Account to LBP-EMDS" form together with the copy of the proof of bank account Location: Window 4, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: The creditor's bank account will only reflect in the LBP-EMDS portal within 24 hours after submission of the LBP-IC enrollment form to Landbank branch	1.1. Receive and verify if the entries in the submitted "Request to Enroll Account to LBP-EMDS" form is the same as the submitted proof of bank account	None	3 minute/s	• Administrative Assistant II; Treasury Division (TD)
	1.2. Prepare the LBP-Internal Creditors (IC) enrollment form		3 minute/s	• Administrative Assistant II; Treasury Division (TD)
	1.3. Verify the correctness of the LBP-IC enrollment form as against the submitted proof of bank account		2 minute/s	• Supervising Administrative Officer ; Treasury Division (TD)
	1.4. Sign the LBP-IC enrollment form		2 minute/s	• Chief Administrative Officer ; Treasury Division (TD)
	1.5. Forward the LBP-IC enrollment form to the countersigning official for signature		3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.6. Submit the LBP-IC enrollment form to the Landbank of the Philippines-Energy Center Branch for enrollment		20 minute/s	• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 33 minute/s		
Total Processing Fee:		Total Standard Fee: None		



Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
External Services



1. ERTLS-GRFTLD01 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TEN (10) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i>		
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

D.b. Unconsolidated Sample

D.b.1. Unconsolidated Sample
(Sample: 50 grams)

Applicant / Client

Remarks:

Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director

- Geothermal Coal Section -coal and geothermal water samples
- Processed Fuels Section - petroleum and biofuel samples
- Geology Section -rock samples



Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6): The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)
	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample		8 working day/s	Supervising Science Research Specialist / Senior



	Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist			Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	



	Volatile Combustible Matter, VCM	750.00	
	Sample Preparation	650.00	
	Sieve Analysis (per size)	200.00	
	Total Sulfur, S	1,250.00	
	Geothermal Water Analysis		
	Alkalinity	500.00	
	Arsenic (As)	900.00	
	Boron (B)	600.00	
	Cadmium	400.00	
	Calcium (Ca)	400.00	
	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	



Methyl Laurate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	



Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pH	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New



Geology Section Laboratory Services	Octane Number, RON (CFR)	10,400.00	
	Oxidation Stability, Hours	4,600.00	
	Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
	Succeeding Run	4,400.00	New
	Pour Point, °C	1,100.00	
	Sediment by Extraction, % Volume	2,200.00	
	Sulfur, % Mass (UVF)	2,300.00	
	Sulfur, % Mass (WD-XRF)	3,000.00	New
	Sulfur, % Mass (XRF)	2,100.00	
	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
		Amount	Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitritine Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New



	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	
	(excluding Sample Preparation and Analysis)		
	For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
	Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
	Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS ^a			
	Number of Samples		
Processed Fuels Section			
PNS Test for Automotive Diesel Oil ^b	1-9		
PNS Test for B100 ^b	1-6		
PNS Test for E100 ^b	1-15		
PNS Test for Fuel Oil (Industrial) ^b	1-6		
PNS Test for Gasoline ^b	1-6		
PNS Test for Kerosene	1-15		
Non-PNS Test for Diesel ^b	1-15		
Non-PNS Test for Gasoline ^b	1-15		
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	1-6		
Geothermal-Coal Section			
Coal and Other Related Sample/s			
Coal Sample/s With Sample Preparation			
Proximate Analysis	1-6		
Proximate Analysis, Heating Value and Sulfur Analysis	1-6		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Ultimate Analysis and Heating Value Determination	1-6		
Ultimate Analysis (CHNAS)	1-6		
Coal Sample/s Without Sample Preparation			
Proximate Analysis	1-15		
Proximate Analysis, Heating Value and Sulfur Analysis	1-15		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Heating Value and Ultimate Analysis	1-12		



Ultimate Analysis 1-12
Biomass Sample/s Without Sample Preparation

Proximate Analysis 1-5

Proximate Analysis and Heating Value 1-5

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 1-15

Carbon, Hydrogen and Nitrogen 1-20

Geothermal Water Samples

Complete Ion Analysis 1-5

Oil and Gas Section

Analysis of Crude Oil 1-5

Analysis of Natural Gas / Biogas 1-15

Analysis of Stable Isotope 1-5

PNS Test for B100: GC Analysis 1-5

PNS Test for E100: GC Analysis 1-10

Analysis of Liquefied Petroleum Gas 1-5

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 1-3

Drying of ditch cutting samples 1-30

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes



2. ERTLS-GRFTLD01-01 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTEEN (15) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i>		
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

D.b. Unconsolidated Sample

D.b.1. Unconsolidated Sample
(Sample: 50 grams)

Applicant / Client

Remarks:

Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director

- Geothermal Coal Section -coal and geothermal water samples
- Processed Fuels Section - petroleum and biofuel samples
- Geology Section -rock samples



Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6): The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)
	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample		13 working day/s	Supervising Science Research Specialist / Senior



	Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist			Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 15 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	



	Volatile Combustible Matter, VCM	750.00	
	Sample Preparation	650.00	
	Sieve Analysis (per size)	200.00	
	Total Sulfur, S	1,250.00	
	Geothermal Water Analysis		
	Alkalinity	500.00	
	Arsenic (As)	900.00	
	Boron (B)	600.00	
	Cadmium	400.00	
	Calcium (Ca)	400.00	
	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	



Methyl Laurate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	



Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pH	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New



Geology Section Laboratory Services	Octane Number, RON (CFR)	10,400.00	
	Oxidation Stability, Hours	4,600.00	
	Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
	Succeeding Run	4,400.00	New
	Pour Point, °C	1,100.00	
	Sediment by Extraction, % Volume	2,200.00	
	Sulfur, % Mass (UVF)	2,300.00	
	Sulfur, % Mass (WD-XRF)	3,000.00	New
	Sulfur, % Mass (XRF)	2,100.00	
	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
		Amount	Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitritine Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New



	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	
	(excluding Sample Preparation and Analysis)		
	For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
	Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
	Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS ^a			
	Number of Samples		
Processed Fuels Section			
PNS Test for Automotive Diesel Oil ^b	10-14		
PNS Test for B100 ^b	7-9		
PNS Test for E100 ^b	16-20		
PNS Test for Fuel Oil (Industrial) ^b	7-10		
PNS Test for Gasoline ^b	7-9		
PNS Test for Kerosene	16-20		
Non-PNS Test for Diesel ^b	16-20		
Non-PNS Test for Gasoline ^b	16-20		
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	7-10		
Geothermal-Coal Section			
Coal and Other Related Sample/s			
Coal Sample/s With Sample Preparation			
Proximate Analysis	7-15		
Proximate Analysis, Heating Value and Sulfur Analysis	7-15		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Ultimate Analysis and Heating Value Determination	7-15		
Ultimate Analysis (CHNAS)	7-15		
Coal Sample/s Without Sample Preparation			
Proximate Analysis	16-24		
Proximate Analysis, Heating Value and Sulfur Analysis	16-24		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Heating Value and Ultimate Analysis	13-21		



Ultimate Analysis	13-21
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	6-9
Proximate Analysis and Heating Value	6-9
-Including Residual Moisture and Heating Value Only	
Residual Moisture, Volatile Combustible Matter and Heating Value	16-24
Carbon, Hydrogen and Nitrogen	21-32
Geothermal Water Samples	
Complete Ion Analysis	6-10
Oil and Gas Section	
Analysis of Crude Oil	6-7
Analysis of Natural Gas / Biogas	16-25
Analysis of Stable Isotope	6-7
PNS Test for B100: GC Analysis	6-7
PNS Test for E100: GC Analysis	11-13
Analysis of Liquefied Petroleum Gas	6-7
Geology Section	
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	4-5
Drying of ditch cutting samples	31 - 60

Remarks:

- Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
- ISO 9001:2015 certified processes



3. ERTLS-GRFTLD01-02 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY (20) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i>		
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

D.b. Unconsolidated Sample

D.b.1. Unconsolidated Sample
(Sample: 50 grams)

Applicant / Client

Remarks:

Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director

- Geothermal Coal Section -coal and geothermal water samples
- Processed Fuels Section - petroleum and biofuel samples
- Geology Section -rock samples



Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6): The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)
	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample		18 working day/s	Supervising Science Research Specialist / Senior



	Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist			Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	



	Volatile Combustible Matter, VCM	750.00	
	Sample Preparation	650.00	
	Sieve Analysis (per size)	200.00	
	Total Sulfur, S	1,250.00	
	Geothermal Water Analysis		
	Alkalinity	500.00	
	Arsenic (As)	900.00	
	Boron (B)	600.00	
	Cadmium	400.00	
	Calcium (Ca)	400.00	
	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	



Methyl Laurate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	



Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pH	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New



Geology Section Laboratory Services	Octane Number, RON (CFR)	10,400.00	
	Oxidation Stability, Hours	4,600.00	
	Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
	Succeeding Run	4,400.00	New
	Pour Point, °C	1,100.00	
	Sediment by Extraction, % Volume	2,200.00	
	Sulfur, % Mass (UVF)	2,300.00	
	Sulfur, % Mass (WD-XRF)	3,000.00	New
	Sulfur, % Mass (XRF)	2,100.00	
	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
		Amount	Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitritine Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New



	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	
	(excluding Sample Preparation and Analysis)		
	For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
	Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
	Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS ^a			
	Number of Samples		
Processed Fuels Section			
PNS Test for Automotive Diesel Oil ^b	15-19		
PNS Test for B100 ^b	10-12		
PNS Test for E100 ^b	21-25		
PNS Test for Fuel Oil (Industrial) ^b	11-14		
PNS Test for Gasoline ^b	10-12		
PNS Test for Kerosene	21-25		
Non-PNS Test for Diesel ^b	21-25		
Non-PNS Test for Gasoline ^b	21-25		
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	11-14		
Geothermal-Coal Section			
Coal and Other Related Sample/s			
Coal Sample/s With Sample Preparation			
Proximate Analysis	16-24		
Proximate Analysis, Heating Value and Sulfur Analysis	16-24		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Ultimate Analysis and Heating Value Determination	16-24		
Ultimate Analysis (CHNAS)	16-24		
Coal Sample/s Without Sample Preparation			
Proximate Analysis	25-33		
Proximate Analysis, Heating Value and Sulfur Analysis	25-33		
-Including Residual Moisture, Heating Value and Sulfur Only			
Proximate Analysis, Heating Value and Ultimate Analysis	22-30		



Ultimate Analysis	22-30
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	10-13
Proximate Analysis and Heating Value	10-13
-Including Residual Moisture and Heating Value Only	
Residual Moisture, Volatile Combustible Matter and Heating Value	25-33
Carbon, Hydrogen and Nitrogen	33-44
Geothermal Water Samples	
Complete Ion Analysis	11-15
Oil and Gas Section	
Analysis of Crude Oil	8-9
Analysis of Natural Gas / Biogas	26-35
Analysis of Stable Isotope	8-9
PNS Test for B100: GC Analysis	8-9
PNS Test for E100: GC Analysis	14-16
Analysis of Liquefied Petroleum Gas	8-9
Geology Section	
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	6-7
Drying of ditch cutting samples	61-90

Remarks:

- Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
- ISO 9001:2015 certified processes



4. ERTLS-GRFTLD01-03 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY-FIVE (25) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client



<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
E.1. Oil and Gas Sample (Sample: 1 liter / kilogram)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
F.1. LPG / Natural Gas (Sample: 60 psi)			Applicant / Client	
<i>Remarks:</i> Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
G.1. Crude Oil (Sample: 500 milliliters)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section -coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section -rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing



B) For Agency Action (Step 1.6): <i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>				Laboratory Services (ERTLS)
	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: ColleTreasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		23 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ;



				Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 25 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	



	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		



Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New



Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	



Geology Section Laboratory Services	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
Other Services Laboratory Services	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
	Amount		Remarks



Biostratigraphic Report of Well	
First 7,000 feet / 2,133 meters)	48,000.00
(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Number of Samples

Processed Fuels Section

PNS Test for Automotive Diesel Oil^b 20-24

PNS Test for B100^b 13-15

PNS Test for E100^b 26-30

PNS Test for Fuel Oil (Industrial)^b 15-18

PNS Test for Gasoline^b 13-15

PNS Test for Kerosene 26-30

Non-PNS Test for Diesel^b 26-30

Non-PNS Test for Gasoline^b 26-30

Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks 15-18

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis 25-33

Proximate Analysis, Heating Value and Sulfur Analysis 25-33

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Ultimate Analysis and Heating Value Determination 25-33

Ultimate Analysis (CHNAS) 25-33

Coal Sample/s Without Sample Preparation

Proximate Analysis 34-42

Proximate Analysis, Heating Value and Sulfur Analysis 34-42

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Heating Value and Ultimate Analysis 31-39

Ultimate Analysis 31-39

Biomass Sample/s Without Sample Preparation

Proximate Analysis 14-17

Proximate Analysis and Heating Value 14-17

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 34-42

Carbon, Hydrogen and Nitrogen 45-56



Geothermal Water Samples

Complete Ion Analysis 16-20

Oil and Gas Section

Analysis of Crude Oil 10-11

Analysis of Natural Gas /
Biogas 36-45

Analysis of Stable Isotope 10-11

PNS Test for B100: GC
Analysis 10-11

PNS Test for E100: GC
Analysis 17-19

Analysis of Liquefied Petroleum
Gas 10-11

Geology Section

Micropaleontological /
Petrographic / XRD / Organic
Petrographic Analysis 8-9

Drying of ditch cutting samples 91-120

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes



5. ERTLS-GRFTLD01-04 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY (30) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client



<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
E.1. Oil and Gas Sample (Sample: 1 liter / kilogram)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
F.1. LPG / Natural Gas (Sample: 60 psi)			Applicant / Client	
<i>Remarks:</i> Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
G.1. Crude Oil (Sample: 500 milliliters)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section -coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section -rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing



B) For Agency Action (Step 1.6): <i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Laboratory Services (ERTLS) Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		28 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ;



				Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 30 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	



	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		



Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New



Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	



Geology Section Laboratory Services	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
Other Services Laboratory Services	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
	Amount		Remarks



Biostratigraphic Report of Well	
First 7,000 feet / 2,133 meters)	48,000.00
(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Number of Samples

Processed Fuels Section

PNS Test for Automotive Diesel Oil^b 25-29

PNS Test for B100^b 16-18

PNS Test for E100^b 31-35

PNS Test for Fuel Oil (Industrial)^b 19-22

PNS Test for Gasoline^b 16-18

PNS Test for Kerosene 31-35

Non-PNS Test for Diesel^b 31-35

Non-PNS Test for Gasoline^b 31-35

Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks 19-22

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis 34-42

Proximate Analysis, Heating Value and Sulfur Analysis 34-42

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Ultimate Analysis and Heating Value Determination 34-42

Ultimate Analysis (CHNAS) 34-42

Coal Sample/s Without Sample Preparation

Proximate Analysis 43-51

Proximate Analysis, Heating Value and Sulfur Analysis 43-51

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Heating Value and Ultimate Analysis 40-48

Ultimate Analysis 40-48

Biomass Sample/s Without Sample Preparation

Proximate Analysis 18-21

Proximate Analysis and Heating Value 18-21

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 43-51

Carbon, Hydrogen and Nitrogen 57-68



Geothermal Water Samples

Complete Ion Analysis 21-25

Oil and Gas Section

Analysis of Crude Oil 12-13

Analysis of Natural Gas / Biogas 46-55

Analysis of Stable Isotope 12-13

PNS Test for B100: GC Analysis 12-13

PNS Test for E100: GC Analysis 20-22

Analysis of Liquefied Petroleum Gas 12-13

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 10-11

Drying of ditch cutting samples 121-150

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes



6. ERTLS-GRFTLD01-05 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY-FIVE (35) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client



<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
E.1. Oil and Gas Sample (Sample: 1 liter / kilogram)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
F.1. LPG / Natural Gas (Sample: 60 psi)			Applicant / Client	
<i>Remarks:</i> Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
G.1. Crude Oil (Sample: 500 milliliters)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section -coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section -rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing



B) For Agency Action (Step 1.6): <i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Laboratory Services (ERTLS) Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		33 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ;



				Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 35 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	



	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		



Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New



Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	



Geology Section Laboratory Services	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
Other Services Laboratory Services	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
	Amount		Remarks



Biostratigraphic Report of Well	
First 7,000 feet / 2,133 meters)	48,000.00
(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Number of Samples

Processed Fuels Section

PNS Test for Automotive Diesel Oil^b 30-34

PNS Test for B100^b 19-21

PNS Test for E100^b 36-40

PNS Test for Fuel Oil (Industrial)^b 23-26

PNS Test for Gasoline^b 19-21

PNS Test for Kerosene 36-40

Non-PNS Test for Diesel^b 36-40

Non-PNS Test for Gasoline^b 36-40

Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks 23-26

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis 43-51

Proximate Analysis, Heating Value and Sulfur Analysis 43-51

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Ultimate Analysis and Heating Value Determination 43-51

Ultimate Analysis (CHNAS) 43-51

Coal Sample/s Without Sample Preparation

Proximate Analysis 52-60

Proximate Analysis, Heating Value and Sulfur Analysis 52-60

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Heating Value and Ultimate Analysis 49-57

Ultimate Analysis 49-57

Biomass Sample/s Without Sample Preparation

Proximate Analysis 22-25

Proximate Analysis and Heating Value 22-25

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 52-60

Carbon, Hydrogen and Nitrogen 69-80



Geothermal Water Samples

Complete Ion Analysis 26-30

Oil and Gas Section

Analysis of Crude Oil 14-15

Analysis of Natural Gas / Biogas 56-65

Analysis of Source Rocks / Soil 1-2

Analysis of Stable Isotope 14-15

PNS Test for B100: GC Analysis 14-15

PNS Test for E100: GC Analysis 23-25

Analysis of Liquefied Petroleum Gas 14-15

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 12-13

Drying of ditch cutting samples 151-180

Remarks:

- a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
- b. ISO 9001:2015 certified processes



7. ERTLS-GRFTLD01-06 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY (40) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client



<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
E.1. Oil and Gas Sample (Sample: 1 liter / kilogram)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
F.1. LPG / Natural Gas (Sample: 60 psi)			Applicant / Client	
<i>Remarks:</i> Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
G.1. Crude Oil (Sample: 500 milliliters)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section -coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section -rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing



B) For Agency Action (Step 1.6): <i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Laboratory Services (ERTLS) Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		38 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ;



				Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	



	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		



Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New



Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	



Geology Section Laboratory Services	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
Other Services Laboratory Services	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
	Amount		Remarks



Biostratigraphic Report of Well	
First 7,000 feet / 2,133 meters)	48,000.00
(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Number of Samples

Processed Fuels Section

PNS Test for Automotive Diesel Oil^b 35-39

PNS Test for B100^b 22-24

PNS Test for E100^b 41-45

PNS Test for Fuel Oil (Industrial)^b 27-30

PNS Test for Gasoline^b 22-24

PNS Test for Kerosene 41-45

Non-PNS Test for Diesel^b 41-45

Non-PNS Test for Gasoline^b 41-45

Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks 27-30

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis 52-60

Proximate Analysis, Heating Value and Sulfur Analysis 52-60

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Ultimate Analysis and Heating Value Determination 52-60

Ultimate Analysis (CHNAS) 52-60

Coal Sample/s Without Sample Preparation

Proximate Analysis 61-69

Proximate Analysis, Heating Value and Sulfur Analysis 61-69

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Heating Value and Ultimate Analysis 58-66

Ultimate Analysis 58-66

Biomass Sample/s Without Sample Preparation

Proximate Analysis 26-29

Proximate Analysis and Heating Value 26-29

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 61-69

Carbon, Hydrogen and Nitrogen 81-92



Geothermal Water Samples

Complete Ion Analysis 31-35

Oil and Gas Section

Analysis of Crude Oil 16-17

Analysis of Natural Gas / Biogas 66-75

Analysis of Stable Isotope 16-17

PNS Test for B100: GC Analysis 16-17

PNS Test for E100: GC Analysis 26-28

Analysis of Liquefied Petroleum Gas 16-17

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 14-15

Drying of ditch cutting samples 181-210

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes



8. ERTLS-GRFTLD01-07 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY-FIVE (45) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client



<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
E.1. Oil and Gas Sample (Sample: 1 liter / kilogram)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
F.1. LPG / Natural Gas (Sample: 60 psi)			Applicant / Client	
<i>Remarks:</i> Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
G.1. Crude Oil (Sample: 500 milliliters)			Applicant / Client	
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section -coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section -rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing



B) For Agency Action (Step 1.6): <i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Laboratory Services (ERTLS) Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		43 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ;



				Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	



	Cesium (Cs)	400.00	
	Chloride (Cl)	550.00	
	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		



Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil		
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil Containing Water and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sediments	600.00	
Gas Condensate		
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis		
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
Succeeding Run	8,700.00	New
O18 Isotope in Water Sample	10,100.00	
Succeeding Run	5,350.00	
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas		
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00	
Source Rock and Cuttings		
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
Processed Fuels Section Laboratory Services	Amount	Remarks
Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New



Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	



Geology Section Laboratory Services	Vapor Pressure, kPa	900.00	
	Viscosity Index	1,800.00	
	Water and Sediments, % Volume	1,100.00	
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, % Volume - Volumetric	1,300.00	
	Water by Karl Fischer, % Volume - Coulometric	3,300.00	New
	Wear Metals/Trace Metals, % Volume (per Metal)	800.00	
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
Other Services Laboratory Services	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
	Amount		Remarks



Biostratigraphic Report of Well	
First 7,000 feet / 2,133 meters)	48,000.00
(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Number of Samples

Processed Fuels Section

PNS Test for Automotive Diesel Oil^b 40-44

PNS Test for B100^b 25-27

PNS Test for E100^b 46-50

PNS Test for Fuel Oil (Industrial)^b 31-34

PNS Test for Gasoline^b 25-27

PNS Test for Kerosene 46-50

Non-PNS Test for Diesel^b 46-50

Non-PNS Test for Gasoline^b 46-50

Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks 31-34

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis 61-69

Proximate Analysis, Heating Value and Sulfur Analysis 61-69

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Ultimate Analysis and Heating Value Determination 61-69

Ultimate Analysis (CHNAS) 61-69

Coal Sample/s Without Sample Preparation

Proximate Analysis 70-78

Proximate Analysis, Heating Value and Sulfur Analysis 70-78

-Including Residual Moisture, Heating Value and Sulfur Only

Proximate Analysis, Heating Value and Ultimate Analysis 67-75

Ultimate Analysis 67-75

Biomass Sample/s Without Sample Preparation

Proximate Analysis 30-33

Proximate Analysis and Heating Value 30-33

-Including Residual Moisture and Heating Value Only

Residual Moisture, Volatile Combustible Matter and Heating Value 70-78

Carbon, Hydrogen and Nitrogen 93-104



Geothermal Water Samples

Complete Ion Analysis 36-40

Oil and Gas Section

Analysis of Crude Oil 18-19

Analysis of Natural Gas / Biogas 76-85

Analysis of Stable Isotope 18-19

PNS Test for B100: GC Analysis 18-19

PNS Test for E100: GC Analysis 29-31

Analysis of Liquefied Petroleum Gas 18-19

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 16-17

Drying of ditch cutting samples 211-240

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes



9. ERTLS-GRFTLD01-08 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY (50) WORKING DAYS

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section - coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section - rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6):	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)



<i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		48 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and



				Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 50 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (Cl)	550.00	



Chromium (Hexavalent)	450.00	
Copper (Cu)	400.00	
Iodine (I)	1,700.00	
Iron (Fe)	400.00	
Lead (Pb)	400.00	
Lithium (Li)	400.00	
Magnesium (Mg)	400.00	
Manganese (Mn)	400.00	
Mercury (Hg)	1,500.00	
Nickel (Ni)	400.00	
pH	350.00	
Potassium (K)	450.00	
Rubidium (Rb)	400.00	
Silica (SiO ₂)	700.00	
Silver (Ag)	400.00	
Sodium (Na)	400.00	
Specific Conductivity	250.00	
Sulfate (SO ₄)	700.00	
Total Dissolved Solids	250.00	
Total Suspended Solids	450.00	
Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount	Remarks
Oil and Gas		
Automotive LPG		
Copper Strip Corrosion	2,850.00	New
Density of LPG	2,250.00	New
Gauge Vapor Pressure of LPG	4,600.00	New
Hydrogen Sulfide in LPG	1,500.00	New
LP Gases and Propene Concentrates by GC	8,250.00	New
Residue and Volatility	2,000.00	New
Sulfur in LPG	3,850.00	New
Biodiesel / CME		
Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
Succeeding Run	2,500.00	
FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
Succeeding Run	3,380.00	
Free Glycerin in Biodiesel	1,250.00	
Linolenic Acid in Biodiesel	4,320.00	
Succeeding Run	2,100.00	
Methanol in Biodiesel	3,350.00	
Succeeding Run	2,150.00	
Methyl Laurate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	



Total Acidity (as Acetic Acid) in Bioethanol	550.00		
Crude Oil			
C12 + Components of Whole Oil / Saturate Fraction	3,950.00		
Degree API Gravity of Oil Containing Water and Sediments	590.00		
Degree API Gravity of Oil Without Sample Preparation	450.00		
Extractable Organic Matter (EOM)	5,220.00		
Fractional Distillation of Crude Oil	1,880.00		
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00		
Separation of Crude Oil / Petroleum from Water and Sediments	600.00		
Gas Condensate			
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00		
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00		
Isotope Analysis			
C13 Isotope in Gas Sample	9,950.00		
Succeeding Run	5,350.00		
N15 Isotope in Various Samples	13,700.00	New	
Succeeding Run	8,700.00	New	
O18 Isotope in Water Sample	10,100.00		
Succeeding Run	5,350.00		
S34 Isotope in Various Samples	13,600.00		
Succeeding Run	8,650.00		
Natural Gas and Biogas			
CO ₂ and H ₂ S Gases	1,250.00		
Hydrocarbon Gases (C1-C4)	3,500.00		
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00		
Source Rock and Cuttings			
Pyrolysis of Source Rock	2,700.00		
Sample Preparation for Dry Cuttings	450.00		
Sample preparation for wet Cuttings	540.00		
Total organic / Inorganic Carbon	3,050.00		
Tetrafluoroethane			
Tetrafluoroethane / R134a			
With Standard	3,320.00		
Without Standard	3,100.00		
Processed Fuels Section Laboratory Services	Amount	Remarks	
Processed Fuels			
API Gravity/Density/Specific Gravity (Hydrometer)	600.00		
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New	
Acidity/Alkalinity, pH	600.00	New	
Aromatics with Oxygenates, % Volume	6100		



Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, %	1,100.00	



Geology Section Laboratory Services	Volume		
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, %	1,300.00	
	Volume - Volumetric		
	Water by Karl Fischer, %	3,300.00	New
	Volume - Coulometric		
	Wear Metals/Trace Metals, %	800.00	
	Volume (per Metal)		
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	



(excluding Sample Preparation and Analysis)

For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost 4,800.00

Photomicrography of Fossils (1-5 Samples, final shot/s) 400.00

Photomicrography of Rocks (1-5 Samples, final shot/s) 500.00

CONDUCT OF
SAMPLE PREPARATION /
TESTING / ANALYSIS

Geology Section

Micropaleontological / 18-19

Petrographic / XRD / Organic
Petrographic Analysis

Drying of ditch cutting samples 241-270

Remarks:

Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.



10. ERTLS-GRFTLD01-09 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY-FIVE (55) WORKING DAYS

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section - coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section - rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6):	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)



<i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		53 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and



				Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 55 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (Cl)	550.00	



	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		
	Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
	Succeeding Run	1,650.00	



Total Acidity (as Acetic Acid) in Bioethanol	550.00		
Crude Oil			
C12 + Components of Whole Oil / Saturate Fraction	3,950.00		
Degree API Gravity of Oil Containing Water and Sediments	590.00		
Degree API Gravity of Oil Without Sample Preparation	450.00		
Extractable Organic Matter (EOM)	5,220.00		
Fractional Distillation of Crude Oil	1,880.00		
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00		
Separation of Crude Oil / Petroleum from Water and Sediments	600.00		
Gas Condensate			
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00		
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00		
Isotope Analysis			
C13 Isotope in Gas Sample	9,950.00		
Succeeding Run	5,350.00		
N15 Isotope in Various Samples	13,700.00		New
Succeeding Run	8,700.00		New
O18 Isotope in Water Sample	10,100.00		
Succeeding Run	5,350.00		
S34 Isotope in Various Samples	13,600.00		
Succeeding Run	8,650.00		
Natural Gas and Biogas			
CO ₂ and H ₂ S Gases	1,250.00		
Hydrocarbon Gases (C1-C4)	3,500.00		
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00		
Source Rock and Cuttings			
Pyrolysis of Source Rock	2,700.00		
Sample Preparation for Dry Cuttings	450.00		
Sample preparation for wet Cuttings	540.00		
Total organic / Inorganic Carbon	3,050.00		
Tetrafluoroethane			
Tetrafluoroethane / R134a			
With Standard	3,320.00		
Without Standard	3,100.00		
Processed Fuels Section Laboratory Services	Amount		Remarks
Processed Fuels			
API Gravity/Density/Specific Gravity (Hydrometer)	600.00		
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00		New
Acidity/Alkalinity, pH	600.00		New
Aromatics with Oxygenates, % Volume	6100		



Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, %	1,100.00	



	Volume		
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, %	1,300.00	
	Volume - Volumetric		
	Water by Karl Fischer, %	3,300.00	New
	Volume - Coulometric		
	Wear Metals/Trace Metals, %	800.00	
	Volume (per Metal)		
Geology Section Laboratory Services	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitritinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	



(excluding Sample Preparation and Analysis)	
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00

CONDUCT OF
SAMPLE PREPARATION /
TESTING / ANALYSIS

Geology Section

Micropaleontological / 20-21

Petrographic / XRD / Organic
Petrographic Analysis

Drying of ditch cutting samples 271-300

Remarks:

Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.



11. ERTLS-GRFTLD01-10 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY (60) WORKING DAYS

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section - coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section - rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6):	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)



<i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		58 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and



				Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 60 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (Cl)	550.00	



	Chromium (Hexavalent)	450.00	
	Copper (Cu)	400.00	
	Iodine (I)	1,700.00	
	Iron (Fe)	400.00	
	Lead (Pb)	400.00	
	Lithium (Li)	400.00	
	Magnesium (Mg)	400.00	
	Manganese (Mn)	400.00	
	Mercury (Hg)	1,500.00	
	Nickel (Ni)	400.00	
	pH	350.00	
	Potassium (K)	450.00	
	Rubidium (Rb)	400.00	
	Silica (SiO ₂)	700.00	
	Silver (Ag)	400.00	
	Sodium (Na)	400.00	
	Specific Conductivity	250.00	
	Sulfate (SO ₄)	700.00	
	Total Dissolved Solids	250.00	
	Total Suspended Solids	450.00	
	Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount		Remarks
	Oil and Gas		
	Automotive LPG		
	Copper Strip Corrosion	2,850.00	New
	Density of LPG	2,250.00	New
	Gauge Vapor Pressure of LPG	4,600.00	New
	Hydrogen Sulfide in LPG	1,500.00	New
	LP Gases and Propene Concentrates by GC	8,250.00	New
	Residue and Volatility	2,000.00	New
	Sulfur in LPG	3,850.00	New
	Biodiesel / CME		
	Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
	Succeeding Run	2,500.00	
	FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
	Succeeding Run	3,380.00	
	Free Glycerin in Biodiesel	1,250.00	
	Linolenic Acid in Biodiesel	4,320.00	
	Succeeding Run	2,100.00	
	Methanol in Biodiesel	3,350.00	
	Succeeding Run	2,150.00	
	Methyl Laurate in Biodiesel	3,750.00	
	Succeeding Run	1,950.00	
	Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
	Succeeding Run	4,450.00	
	Total Acid Number in Biodiesel, Color Indicator	1,625.00	
	Total Acid Number in Biodiesel, Potentiometric	2,100.00	
	Total Glycerin in Biodiesel	2,750.00	
	Bioethanol		
	Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
	Succeeding Run	1,650.00	



Total Acidity (as Acetic Acid) in Bioethanol	550.00		
Crude Oil			
C12 + Components of Whole Oil / Saturate Fraction	3,950.00		
Degree API Gravity of Oil Containing Water and Sediments	590.00		
Degree API Gravity of Oil Without Sample Preparation	450.00		
Extractable Organic Matter (EOM)	5,220.00		
Fractional Distillation of Crude Oil	1,880.00		
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00		
Separation of Crude Oil / Petroleum from Water and Sediments	600.00		
Gas Condensate			
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00		
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00		
Isotope Analysis			
C13 Isotope in Gas Sample	9,950.00		
Succeeding Run	5,350.00		
N15 Isotope in Various Samples	13,700.00		New
Succeeding Run	8,700.00		New
O18 Isotope in Water Sample	10,100.00		
Succeeding Run	5,350.00		
S34 Isotope in Various Samples	13,600.00		
Succeeding Run	8,650.00		
Natural Gas and Biogas			
CO ₂ and H ₂ S Gases	1,250.00		
Hydrocarbon Gases (C1-C4)	3,500.00		
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00		
Source Rock and Cuttings			
Pyrolysis of Source Rock	2,700.00		
Sample Preparation for Dry Cuttings	450.00		
Sample preparation for wet Cuttings	540.00		
Total organic / Inorganic Carbon	3,050.00		
Tetrafluoroethane			
Tetrafluoroethane / R134a			
With Standard	3,320.00		
Without Standard	3,100.00		
Processed Fuels Section Laboratory Services	Amount		Remarks
Processed Fuels			
API Gravity/Density/Specific Gravity (Hydrometer)	600.00		
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00		New
Acidity/Alkalinity, pH	600.00		New
Aromatics with Oxygenates, % Volume	6100		



Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, %	1,100.00	



Geology Section Laboratory Services	Volume		
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, %	1,300.00	
	Volume - Volumetric		
	Water by Karl Fischer, %	3,300.00	New
	Volume - Coulometric		
	Wear Metals/Trace Metals, %	800.00	
	Volume (per Metal)		
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	



(excluding Sample Preparation and Analysis)

For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost 4,800.00

Photomicrography of Fossils (1-5 Samples, final shot/s) 400.00

Photomicrography of Rocks (1-5 Samples, final shot/s) 500.00

CONDUCT OF
SAMPLE PREPARATION /
TESTING / ANALYSIS

Geology Section

Micropaleontological / 22-23

Petrographic / XRD / Organic
Petrographic Analysis

Drying of ditch cutting samples 301-330

Remarks:

Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.



12. ERTLS-GRFTLD01-11 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY-FIVE (65) WORKING DAYS

Testing of upstream and downstream petroleum, coal, and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 1 – External Form (GRFTL-SF-1) (1) Original Copy		Department of Energy - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD)
2. For students: Endorsement letter from School Head to avail student discount (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Coal		
A.1. Coal with sample preparation (Sample: At least 1 kilogram)		Applicant / Client
<i>Remarks:</i> Acceptable samples for a) Sample Preparation: samples w/o oil, grease, and plastics b) Analysis: samples w/o plastics		
A.2. Coal without sample preparation (Sample: 100 grams)		Applicant / Client
B. Geothermal Water		
B.1. Geothermal Water (Sample: 1.5 - 2 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
C.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client
<i>Remarks:</i> Sample size/weight depends on the test parameters requested.		
D. Geological Samples		
Sub Situational Requirement/s		
D.a. Whole Rock		
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client
<i>Remarks:</i> Acceptance of service request is subject to the type/quality/condition of sample/s submitted.		
D.b. Unconsolidated Sample		
D.b.1. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client
<i>Remarks:</i>		



Acceptance of service request is subject to the type/quality/condition of sample/s submitted.

E. Oil and Gas Sample

E.1. Oil and Gas Sample
(Sample: 1 liter / kilogram)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

F. LPG / Natural Gas

F.1. LPG / Natural Gas
(Sample: 60 psi)

Applicant / Client

Remarks:

Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses.

Sample size/weight depends on the test parameters requested.

G. Crude Oil

G.1. Crude Oil
(Sample: 500 milliliters)

Applicant / Client

Remarks:

Sample size/weight depends on the test parameters requested.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-1). Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director (ERTLS-OD) Notes/Instruction: A) The Technical Staff of the concerned section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the ERTLS-OD staff in evaluating samples - Geothermal Coal Section - coal and geothermal water samples - Processed Fuels Section - petroleum and biofuel samples - Geology Section - rock samples - Oil and Gas Section - geothermal gas, biogas or synthesis gas B) For Agency Action (Step 1.6):	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.2. Reviews / checks the correctness of the filled-out request form.		15 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.3. Creates Request for Laboratory Services Billing		20 minute/s	- Executive Assistant I; ERTLS, Office of the Director - Administrative Assistant I; ERTLS, Office of the Director
	1.4. Approves the Laboratory Services Billing Statement		10 minute/s	Director III; Energy Research and Testing Laboratory Services (ERTLS)



<i>The Collection Monitoring System (COMS) will automatically cancel the Order of Payment (OOP) not paid within ten (10) calendar days.</i>	1.5. Receives notification that a billing statement has been approved.		15 minute/s	Accounting Staff; Accounting Division (AD)
	1.6. Creates and approves Order of Payment (OOP)		15 minute/s	- Data Encoder; Accounting Division (AD) - Division Chief; Accounting Division (AD)
2. Payment of Laboratory Service Fee Location: Treasury Division Ground Floor, Department of Energy Annex Building Notes/Instruction: The client will proceed with the next step once fees are paid.	2. Issues the Official Receipt for testing fee	Formula Fees Breakdown: Laboratory Service Fee	20 minute/s	Collection Officer; Treasury Division (TD)
3. Submission of one (1) photocopy of the Official Receipt Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	3.1. Consolidates photocopy of the Official Receipt	None	10 minute/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.2. Transmits GRFTL SF-1 to the Office of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist		2 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director
	3.3. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section		4 hour/s	Chief Science Research Specialist / Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	3.4. Analysis of Sample: a) Conducts Sample Preparation / Testing / Analysis (Refer to the "Conduct of Sample Preparation/ Testing/ Analysis" table b) Prepares Results of Analysis c) Reviews and Endorses Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division Chief Science Research Specialist		63 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I ; Geoscientific Research and



				Fuel Testing Laboratory Division (GRFTLD)
4. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	4.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III ; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist / Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	4.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; ERTLS, Office of the Director

General Remarks

Note: Please remember to keep your Official Receipt after paying the Laboratory Service Fee.

Total Processing Time:	Working Days: 65 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Laboratory Service Fee

Geothermal-Coal Section Laboratory Services	Amount	Remarks
Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
Geothermal Water Analysis		
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (Cl)	550.00	



Chromium (Hexavalent)	450.00	
Copper (Cu)	400.00	
Iodine (I)	1,700.00	
Iron (Fe)	400.00	
Lead (Pb)	400.00	
Lithium (Li)	400.00	
Magnesium (Mg)	400.00	
Manganese (Mn)	400.00	
Mercury (Hg)	1,500.00	
Nickel (Ni)	400.00	
pH	350.00	
Potassium (K)	450.00	
Rubidium (Rb)	400.00	
Silica (SiO ₂)	700.00	
Silver (Ag)	400.00	
Sodium (Na)	400.00	
Specific Conductivity	250.00	
Sulfate (SO ₄)	700.00	
Total Dissolved Solids	250.00	
Total Suspended Solids	450.00	
Zinc (Zn)	400.00	
Oil and Gas Section Laboratory Services	Amount	Remarks
Oil and Gas		
Automotive LPG		
Copper Strip Corrosion	2,850.00	New
Density of LPG	2,250.00	New
Gauge Vapor Pressure of LPG	4,600.00	New
Hydrogen Sulfide in LPG	1,500.00	New
LP Gases and Propene Concentrates by GC	8,250.00	New
Residue and Volatility	2,000.00	New
Sulfur in LPG	3,850.00	New
Biodiesel / CME		
Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
Succeeding Run	2,500.00	
FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
Succeeding Run	3,380.00	
Free Glycerin in Biodiesel	1,250.00	
Linolenic Acid in Biodiesel	4,320.00	
Succeeding Run	2,100.00	
Methanol in Biodiesel	3,350.00	
Succeeding Run	2,150.00	
Methyl Laurate in Biodiesel	3,750.00	
Succeeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol		
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	



Total Acidity (as Acetic Acid) in Bioethanol	550.00		
Crude Oil			
C12 + Components of Whole Oil / Saturate Fraction	3,950.00		
Degree API Gravity of Oil Containing Water and Sediments	590.00		
Degree API Gravity of Oil Without Sample Preparation	450.00		
Extractable Organic Matter (EOM)	5,220.00		
Fractional Distillation of Crude Oil	1,880.00		
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00		
Separation of Crude Oil / Petroleum from Water and Sediments	600.00		
Gas Condensate			
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00		
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00		
Isotope Analysis			
C13 Isotope in Gas Sample	9,950.00		
Succeeding Run	5,350.00		
N15 Isotope in Various Samples	13,700.00	New	
Succeeding Run	8,700.00	New	
O18 Isotope in Water Sample	10,100.00		
Succeeding Run	5,350.00		
S34 Isotope in Various Samples	13,600.00		
Succeeding Run	8,650.00		
Natural Gas and Biogas			
CO ₂ and H ₂ S Gases	1,250.00		
Hydrocarbon Gases (C1-C4)	3,500.00		
Inorganic gases Plus Methane (N ₂ , H ₂ , Ar, O ₂ , He, C1)	3,350.00		
Source Rock and Cuttings			
Pyrolysis of Source Rock	2,700.00		
Sample Preparation for Dry Cuttings	450.00		
Sample preparation for wet Cuttings	540.00		
Total organic / Inorganic Carbon	3,050.00		
Tetrafluoroethane			
Tetrafluoroethane / R134a			
With Standard	3,320.00		
Without Standard	3,100.00		
Processed Fuels Section Laboratory Services	Amount	Remarks	
Processed Fuels			
API Gravity/Density/Specific Gravity (Hydrometer)	600.00		
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New	
Acidity/Alkalinity, pH	600.00	New	
Aromatics with Oxygenates, % Volume	6100		



Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phosphorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)	6,900.00	New
Succeeding Run	4,400.00	New
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, %	1,100.00	



Geology Section Laboratory Services	Volume		
	Water by Distillation, % Volume	1,000.00	
	Water by Karl Fischer, %	1,300.00	
	Volume - Volumetric		
	Water by Karl Fischer, %	3,300.00	New
	Volume - Coulometric		
	Wear Metals/Trace Metals, %	800.00	
	Volume (per Metal)		
	Amount		Remarks
	Processing/Sample Preparation		
	Coal - Impregnated Polished Section (Briquette)	1,700.00	
	Coal - Polished Section (Whole Sample)	950.00	
	Drying of Ditch Cutting Samples (per Box)	600.00	
	Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
	Impregnated Polished Thin Section	1,500.00	
	Impregnated Polished Thin Section with Blue Dye	1,800.00	
	Normal Thin Section	1,200.00	
	Plain Slabbing/Plain Cutting	300.00	
	Polished Thin Section (for Opaque Minerals)	1,500.00	
	Polished Slab (Max Dimension 3x2x1 inches)	400.00	
	Smear Slide (Calcareous Nanno Fossils)	400.00	
	Staining using Alizarin Red (1-5 Sample/s)	100.00	
	Washed Residue (Foraminifera)	400.00	
	XRD-Extraction and Air Drying for Oriented Clay	500.00	New
	XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
	XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
	XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
	XRD-Powdering for Random Sample	250.00	New
	Analysis		
	Coal - Vitrinite Reflectance measurement	3,500.00	New
	Coal - Maceral Identification	4,000.00	New
	Megascopic/Hand Specimen Rock Identification	500.00	
	Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
	Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
	Petrographic Analysis of Rock Sample	1,500.00	
	X-ray Diffraction Analysis per Scan	2,000.00	New
	X-ray Diffraction, Interpretation	1,500.00	New
Other Services Laboratory Services	Amount		Remarks
	Biostratigraphic Report of Well		
	First 7,000 feet / 2,133 meters)	48,000.00	



(excluding Sample Preparation and Analysis)

For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost 4,800.00

Photomicrography of Fossils (1-5 Samples, final shot/s) 400.00

Photomicrography of Rocks (1-5 Samples, final shot/s) 500.00

CONDUCT OF
SAMPLE PREPARATION /
TESTING / ANALYSIS

Geology Section

Micropaleontological / 24-25

Petrographic / XRD / Organic
Petrographic Analysis

Drying of ditch cutting samples 331-360

Remarks:

Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.



Lighting and Appliance Testing Division (LATD)
External Services



1. ERTLS-LATD01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of air conditioner/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be inspected 2. Front view of the air conditioner to be inspected 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be inspected				
4. Air conditioner generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15 Inspection of Generic Models/Exempted Products for Airconditioners (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15 Inspection of Generic Models/Exempted Products for Air Conditioners for (1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conform the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conform the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conform the form. - If the sample is requested for inspection of exempted product the client will sign and conform the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%;">Fees</td> </tr> <tr> <td>Inspection fee per sample of air conditioner</td> <td>Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of air conditioners</td> <td>Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of air conditioner	Php 600.00/ sample	Total inspection fee for five samples of air conditioners	Php 3,000.00
Samples	Fees									
Inspection fee per sample of air conditioner	Php 600.00/ sample									
Total inspection fee for five samples of air conditioners	Php 3,000.00									



2. ERTLS-LATD01-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of air conditioner/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be inspected 2. Front view of the air conditioner to be inspected 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be inspected				
4. Air conditioner generic model (Sample: 6-10 Sample/s)			Applicant / Client	
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15-01 Inspection of Generic Models/Exempted Products for Airconditioners (for 6 to 10 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15-01 Inspection of Generic Models/Exempted Products for Air Conditioners (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Samples</th> <th style="text-align: right;">Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of air conditioners</td> <td style="text-align: right;">Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of air conditioners</td> <td style="text-align: right;">Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of air conditioners	Php 3,600.00	Total inspection fee for ten samples of air conditioners	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of air conditioners	Php 3,600.00									
Total inspection fee for ten samples of air conditioners	Php 6,000.00									



3. ERTLS-LATD02 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of refrigerating appliance/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be inspected 2. Front view of the refrigerating appliance to be inspected 3. Name plate rating of the refrigerating appliance to be inspected 4. Serial number of the refrigerating appliance to be inspected				
4. Refrigerating appliance generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD16 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%; text-align: right;">Fees</td> </tr> <tr> <td>Inspection fee per sample of refrigerating appliance</td> <td style="text-align: right;">Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of refrigerating appliances</td> <td style="text-align: right;">Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of refrigerating appliance	Php 600.00/ sample	Total inspection fee for five samples of refrigerating appliances	Php 3,000.00
Samples	Fees									
Inspection fee per sample of refrigerating appliance	Php 600.00/ sample									
Total inspection fee for five samples of refrigerating appliances	Php 3,000.00									



4. ERTLS-LATD02-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client		
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client		
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of refrigerating appliance/s to be inspected (Sample: 4 Photographs)		Applicant / Client		
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be inspected 2. Front view of the refrigerating appliance to be inspected 3. Name plate rating of the refrigerating appliance to be inspected 4. Serial number of the refrigerating appliance to be inspected				
4. Refrigerating appliances generic model (Sample: 6-10 Sample/s)		Applicant / Client		
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16-01 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing".				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16-01 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy	3.1. Receive the request for Order of Payment from client	None	26 minute/s	• Laboratory Technician II /



Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	through Energy Research and Testing Laboratory Services - Online Services Management System			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of refrigerating appliances</td> <td>Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of refrigerating appliances</td> <td>Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of refrigerating appliances	Php 3,600.00	Total inspection fee for ten samples of refrigerating appliances	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of refrigerating appliances	Php 3,600.00									
Total inspection fee for ten samples of refrigerating appliances	Php 6,000.00									



5. ERTLS-LATD03 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes washing machine/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be inspected 2. Front view of the clothes washing machine to be inspected 3. Name plate rating of the clothes washing machine to be inspected 4. Serial number of the clothes washing machine to be inspected				
4. Clothes washing machine generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%;">Fees</td> </tr> <tr> <td>Inspection fee per sample of clothes washing machine</td> <td>Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of clothes washing machines</td> <td>Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of clothes washing machine	Php 600.00/ sample	Total inspection fee for five samples of clothes washing machines	Php 3,000.00
Samples	Fees									
Inspection fee per sample of clothes washing machine	Php 600.00/ sample									
Total inspection fee for five samples of clothes washing machines	Php 3,000.00									



6. ERTLS-LATD03-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes washing machine/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be inspected 2. Front view of the clothes washing machine to be inspected 3. Name plate rating of the clothes washing machine to be inspected 4. Serial number of the clothes washing machine to be inspected				
4. Clothes washing machine generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17-01 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing".				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17-01 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy	3.1. Receive the request for Order of Payment from client	None	26 minute/s	• Laboratory Technician II /



Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	through Energy Research and Testing Laboratory Services - Online Services Management System			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of clothes washing machines</td> <td>Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of clothes washing machines</td> <td>Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of clothes washing machines	Php 3,600.00	Total inspection fee for ten samples of clothes washing machines	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of clothes washing machines	Php 3,600.00									
Total inspection fee for ten samples of clothes washing machines	Php 6,000.00									



7. ERTLS-LATD04 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes television set/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be inspected 2. Front view of the television set to be inspected 3. Name plate rating of the television set to be inspected 4. Serial number of the television set to be inspected				
4. Television set generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18 Inspection of Generic Models/Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18 Inspection of Generic Models/Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%;">Fees</td> </tr> <tr> <td>Inspection fee per sample of television set</td> <td>Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of television sets</td> <td>Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of television set	Php 600.00/ sample	Total inspection fee for five samples of television sets	Php 3,000.00
Samples	Fees									
Inspection fee per sample of television set	Php 600.00/ sample									
Total inspection fee for five samples of television sets	Php 3,000.00									



8. ERTLS-LATD04-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of television set/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be inspected 2. Front view of the television set to be inspected 3. Name plate rating of the television set to be inspected 4. Serial number of the television set to be inspected				
4. Television set generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18-01 Inspection of Generic Models/Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18-01 Inspection of Generic Models/Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Samples</th> <th style="text-align: right;">Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of television sets</td> <td style="text-align: right;">Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of television sets</td> <td style="text-align: right;">Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of television sets	Php 3,600.00	Total inspection fee for ten samples of television sets	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of television sets	Php 3,600.00									
Total inspection fee for ten samples of television sets	Php 6,000.00									



9. ERTLS-LATD05 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private companies, industries, academe, government institutions, private citizens.
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibration item are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.	



10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes:
- First Notice – Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19 Calibration of Electrical Instruments for External Customers for (1 to 15 Calibration Points) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. - If client brings their equipment for walk-in application, staff conducts	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19 Calibration of Electrical Instruments for External Customers for (1 to 15 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Service Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Service Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Service Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Service Management System	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location:	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 1.D. according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Default request is 5 points per parameter)	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate	1 working day/s	• Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Calibration Samples and Fees Table

Samples	Fees
Calibration of Digital Power Meter (DPM)	Php 4,900.00
Calibration of each additional point for DPM	Php 350.00
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)
Calibration of each additional point for DMM	Php 200.00
Calibration of AC/DC Voltmeters	Php 1,950.00
Calibration of each additional point for AC/DC Voltmeters	Php 390.00
Calibration of AC/DC Ammeters	Php 2,100.00
Calibration of each additional point for AC/DC Ammeters	Php 420.00
Calibration of Ohmmeter	Php 1,950.00



Calibration of each additional point for Ohmmeter	Php 390.00
Calibration of Resistors	Php 1,350.00
Calibration of each additional point for Resistors	Php 300.00
Calibration of Clamp Meters	Php 2,050.00
Calibration of each additional point for Clamp Meter	Php 410.00



10. ERTLS-LATD05-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private companies, industries, academe, government institutions, private citizens.
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible.	



8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.
9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services –	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Online Services Management System. 5. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Possible Fees Breakdown: Calibration of Digital Power Meter (DPM) with additional 10 calibration points: PHP 8400 Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points: PHP 5250 Calibration of AC/DC Voltmeters with additional 10 calibration points: PHP 5850 Calibration of	2 hour/s	Collection Officer; Treasury Division (TD)



	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section	AC/DC Ammeters with additional 10 calibration points: PHP 6300 Calibration of Ohmmeter with additional 10 calibration points: PHP 5850 Calibration of Resistors with additional 10 calibration points: PHP 4350 Calibration of Clamp Meters with additional 10 calibration points: PHP 6150 Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4 according to the type of calibration service requested. - The client is responsible for logistic arrangements and fees. - Wait for the completion of service of calibration services. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services -	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Request for Additional Point)		1 working day/s, 5 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System	4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



	once the calibration certificate is ready for download.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Calibration of Digital Power Meter (DPM) with additional 10 calibration points : 8400 • Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points : 5250 • Calibration of AC/DC Voltmeters with additional 10 calibration points : 5850 • Calibration of AC/DC Ammeters with additional 10 calibration points : 6300 • Calibration of Ohmmeter with additional 10 calibration points : 5850 • Calibration of Resistors with additional 10 calibration points : 4350 • Calibration of Clamp Meters with additional 10 calibration points : 6150				
Formula / Schedule of Fees				
• Calibration Samples and Fees Table				
Samples		Fees		
Calibration of Digital Power Meter (DPM)		Php 4,900.00		
Calibration of each additional point for DPM		Php 350.00		
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution		Php 3,250.00 (5 points per parameter)		
Calibration of each additional point for DMM		Php 200.00		
Calibration of AC/DC Voltmeters		Php 1,950.00		
Calibration of each additional point for AC/DC Voltmeters		Php 390.00		
Calibration of AC/DC Ammeters		Php 2,100.00		
Calibration of each additional point for AC/DC Ammeters		Php 420.00		
Calibration of Ohmmeter		Php 1,950.00		
Calibration of each additional point for Ohmmeter		Php 390.00		
Calibration of Resistors		Php 1,350.00		
Calibration of each additional point for Resistors		Php 300.00		
Calibration of Clamp Meters		Php 2,050.00		
Calibration of each additional point for Clamp Meter		Php 410.00		



11. ERTLS-LATD06 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Private companies, industries, academe, government institutions, private citizens.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)		Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)		Applicant / Client
<i>Remarks:</i> 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.		



9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - o First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - o Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test sample/calibration for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. If client brings their equipment for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist;



application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Lighting and Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location:	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 5 according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Default request is 5 points)	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Calibration Samples and Fees Table

Samples	Fees
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00



Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00
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12. ERTLS-LATD06-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external clients. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Private companies, industries, academe, government institutions, private citizens.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)		Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item <i>These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.</i>		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)		Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.		



9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - o First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - o Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing". 4. For special cases of testing, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. If client brings their equipment for walk-in application, staff conducts	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and



functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Possible Fees Breakdown: Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points: PHP 14700 Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points: PHP 7650 Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple with additional 10 calibration points: PHP 5850 Formula Fees	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



		Breakdown: Calibration Samples and Fees Table		
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Request for Additional Point)		2 working day/s, 3 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty		1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				



- **Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points : 14700**
- **Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points : 7650**
- **Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple with additional 10 calibration points : 5850**

Formula / Schedule of Fees

- **Calibration Samples and Fees Table**

Samples	Fees
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00
Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00



13. ERTLS-LATD07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



14. ERTLS-LATD07-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



15. ERTLS-LATD07-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
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Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. 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7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
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	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	5 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



16. ERTLS-LATD07-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
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10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



17. ERTLS-LATD07-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
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Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.																					
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.																					



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 30 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



18. ERTLS-LATD07-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. 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- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
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	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
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	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 35 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 39 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



19. ERTLS-LATD07-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	
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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 20 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
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23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
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40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
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10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
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33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



20. ERTLS-LATD07-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 25 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



21. ERTLS-LATD07-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		111 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



22. ERTLS-LATD07-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 293 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 297 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



23. ERTLS-LATD07-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 701 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 705 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



24. ERTLS-LATD07-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for LED Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for LED Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 13 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 17 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



25. ERTLS-LATD07-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Led Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		15 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



26. ERTLS-LATD07-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		19 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



27. ERTLS-LATD07-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		27 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



28. ERTLS-LATD07-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services –	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist



https://ertls-osms.doe.gov.ph/				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting		2 hour/s	Chief Science Research Specialist; Lighting and



Notes/Instruction: Client will proceed to the next step once fees are paid.	and Other Electrical Devices Section			Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 56 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch



LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



29. ERTLS-LATD07-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 176 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



30. ERTLS-LATD07-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 176 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



31. ERTLS-LATD07-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	270 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 274 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



32. ERTLS-LATD07-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



33. ERTLS-LATD07-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



34. ERTLS-LATD07-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)		Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)		Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



35. ERTLS-LATD08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



36. ERTLS-LATD08-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



37. ERTLS-LATD08-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	5 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



38. ERTLS-LATD08-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



39. ERTLS-LATD08-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 30 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



40. ERTLS-LATD08-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	35 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 39 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



41. ERTLS-LATD08-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 20 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



42. ERTLS-LATD08-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 25 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



43. ERTLS-LATD08-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		111 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



44. ERTLS-LATD08-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	293 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 297 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



45. ERTLS-LATD08-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 701 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 705 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



46. ERTLS-LATD08-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1" style="width:100%"> <tr> <th style="width:60%">CHECKLIST OF REQUIREMENTS</th><th style="width:40%">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. 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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		13 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



47. ERTLS-LATD08-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i> </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i> </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client	Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client																				
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- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		15 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
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10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
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33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
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10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
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33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
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Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
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Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



48. ERTLS-LATD08-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		19 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



49. ERTLS-LATD08-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		27 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



50. ERTLS-LATD08-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System.	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



https://ertls-osms.doe.gov.ph/				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting		2 hour/s	Chief Science Research Specialist; Lighting and



Client will proceed to the next step once fees are paid.	and Other Electrical Devices Section			Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist



8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 56 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch



10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
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100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
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Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



51. ERTLS-LATD08-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

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- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	176 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



52. ERTLS-LATD08-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s	2 hour/s 176 working day/s 1 working day/s	Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



53. ERTLS-LATD08-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)	
	5.3. Conduct the Test Request	270 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)	
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research	



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 274 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



54. ERTLS-LATD08-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



55. ERTLS-LATD08-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



56. ERTLS-LATD08-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)		Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)		Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



57. ERTLS-LATD09 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)		Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Directional Light Source/s (Sample: 1 Sample)		Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.		



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Performance Test			Fees	
Electrical and photometric characteristics of directional light sources			Php 11,600.00/ Sample	
Electrical Measurements of Other Electrical Devices			Php 440.00/ Batch	



58. ERTLS-LATD09-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Directional Light Source/s (Sample: 2 Samples)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Goni Photometry (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 4. Wait for the completion of test service. 5. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 6. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Performance Test	Fees
Electrical and photometric characteristics of directional light sources	Php 11,600.00/ Sample
Electrical Measurements of Other Electrical Devices	Php 440.00/ Batch



59. ERTLS-LATD09-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)	Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



60. ERTLS-LATD10 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Fixed Speed Air Conditioner (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 4. For split type air conditioner, the client shall bring their own technician. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400		



61. ERTLS-LATD10-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be tested	
4. Working/Functional Fixed Speed Air Conditioner (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Total testing fee for two samples of Air Conditioners (Full load): PHP 24800 Total: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample/s at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 24800		



62. ERTLS-LATD10-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 ISO Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders		
Operating Hours:	7:00 AM - 4:00 PM		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Standard Requirement			
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client		
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.			
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client		
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).			
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client		
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested			
4. Working/Functional Fixed Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)	Applicant / Client		
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.			



- *Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.*
 - *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
9. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
10. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Air Conditioner (Full load) with Energy Saving Device: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section	Total: PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst



Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 4. For split type air conditioner, the client shall bring their own technician. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;;



			Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter	1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.			
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s	
Total Processing Fee:		Total Standard Fee: PHP 24800	



63. ERTLS-LATD10-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample
Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample



64. ERTLS-LATD10-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)





	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	3 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing fee per sample of air conditioner (Full Load)	Php 12,400.00/ sample
Testing fee per sample of air conditioner (Half Load)	Php 12,400.00/ sample
Total testing fee for two samples of air conditioners (Full load)	Php 24,800.00
Total testing fee for two samples of air conditioners (Half load)	Php 24,800.00



65. ERTLS-LATD10-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 9. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 10. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	3 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	5.6. Review and sign the transmittal letter	1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.									
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s							
Total Processing Fee:		Total Standard Fee: None See other fees below							
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Air Conditioner (Full Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr></table>				Samples	Fees	Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample	Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample
Samples	Fees								
Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample								
Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample								



66. ERTLS-LATD11 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 27 working day/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees Test Samples and Fees Table<table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



67. ERTLS-LATD11-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 29 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



68. ERTLS-LATD11-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



69. ERTLS-LATD11-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested </td></tr> <tr> <td>4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested		4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client																				
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.																					
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client																				
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3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client																				
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested																					
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.																					



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 28 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



70. ERTLS-LATD11-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 52 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



71. ERTLS-LATD11-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 51 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



72. ERTLS-LATD11-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 15 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



73. ERTLS-LATD11-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



74. ERTLS-LATD11-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 15 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



75. ERTLS-LATD11-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 16 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



76. ERTLS-LATD11-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	21 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 29 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees Test Samples and Fees Table <table><thead><tr><th>Samples</th><th>Fees</th></tr></thead><tbody><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></tbody></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
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Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



77. ERTLS-LATD11-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	21 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 28 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



78. ERTLS-LATD11-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



79. ERTLS-LATD11-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



80. ERTLS-LATD11-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



81. ERTLS-LATD11-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume.
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table SamplesFees				



Testing of Refrigerator – Complete Test
Testing of Refrigerator – Partial Test
Ice Making Test (Optional)
Freezing Capacity (Optional)

Php 24,000.00/ sample
Php 14,200.00/ sample
Php 10,000.00/ sample
Php 10,000.00/ sample



82. ERTLS-LATD11-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



83. ERTLS-LATD11-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 20 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



84. ERTLS-LATD11-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing"	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



85. ERTLS-LATD11-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



86. ERTLS-LATD11-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



87. ERTLS-LATD11-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



88. ERTLS-LATD11-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



89. ERTLS-LATD11-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 20 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



90. ERTLS-LATD11-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing"	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



91. ERTLS-LATD11-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



92. ERTLS-LATD11-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



93. ERTLS-LATD11-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



94. ERTLS-LATD11-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	66 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 74 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



95. ERTLS-LATD11-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	66 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 73 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



96. ERTLS-LATD11-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



97. ERTLS-LATD11-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 47 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



98. ERTLS-LATD11-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



99. ERTLS-LATD11-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 46 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



100. ERTLS-LATD11-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	80 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 88 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



101. ERTLS-LATD11-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested </td></tr> <tr> <td>4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. 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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
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7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	80 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 87 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



102. ERTLS-LATD11-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



103. ERTLS-LATD11-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 54 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



104. ERTLS-LATD11-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



105. ERTLS-LATD11-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 53 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



106. ERTLS-LATD11-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	94 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 102 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



107. ERTLS-LATD11-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	94 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 101 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



108. ERTLS-LATD11-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 50 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test with Energy Saving Device		Php 48,000.00/ sample		
Testing of Refrigerator – Partial Test with Energy Saving Device		Php 28,400.00/ sample		



109. ERTLS-LATD11-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)		Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested		
4. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)		Applicant / Client



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume.
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		21 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table Samples Fees				



Testing of Refrigerator – Complete Test with Energy Saving Device
Testing of Refrigerator – Partial Test with Energy Saving Device

Php 48,000.00/ sample
Php 28,400.00/ sample



110. ERTLS-LATD12 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested	
4. Working/Functional Clothes Washing Machine (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



- Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter	1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.			
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s	
Total Processing Fee:		Total Standard Fee: PHP 21400	



111. ERTLS-LATD12-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested	
4. Working/Functional Clothes Washing Machine/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Possible Fees Breakdown: Testing of two samples of Clothes Washing Machines: PHP 42800	2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



- Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 14 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees Testing of two samples of Clothes Washing Machines : 42800				



112. ERTLS-LATD12-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders		
Operating Hours:	7:00 AM - 4:00 PM		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Standard Requirement			
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client		
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>			
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client		
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>			
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client		
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested			
4. Working/Functional Clothes Washing Machine/s (Sample: 5 Sample/s)	Applicant / Client		
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.			



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 12400 Total: PHP 12400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Possible Fees Breakdown: Testing of five samples of clothes washing machines: PHP 62000	2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	10 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400 See other fees below		
Possible Fees Testing of five samples of clothes washing machines : 62000				



113. ERTLS-LATD12-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested		
4. Working/Functional Clothes Washing Machine with Energy Saving Device (Sample: 1 Sample)	Applicant / Client	



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors).
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines with Energy Saving Device: PHP 42800	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Total: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 42800		



114. ERTLS-LATD13 Energy Performance Testing of Television Sets (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700		



115. ERTLS-LATD13-01 Energy Performance Testing of Television Sets (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-01 Energy Performance Testing of Television Sets (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-01 Energy Performance Testing of Television Sets (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700 Possible Fees Breakdown: Testing of two samples of Television Sets: PHP 9400	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 4700 See other fees below

Possible Fees

- Testing of two samples of Television Sets : 9400



116. ERTLS-LATD13-02 Energy Performance Testing of Television Sets (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set/s (Sample: 5 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700 Possible Fees Breakdown: Testing of five samples of television sets: PHP 23500	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	5 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 4700 See other fees below

Possible Fees

- Testing of five samples of television sets : 23500



117. ERTLS-LATD13-03 Energy Performance Testing of Television Sets with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets with Energy Saving Device: PHP 9400 Total: PHP 9400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



118. ERTLS-LATD14 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stove to be tested 2. Front view of the cooking stove to be tested 3. Name plate rating of the cooking stove to be tested 4. Serial number of the cooking stove to be tested	
4. Working/Functional Cooking Stove (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500		



119. ERTLS-LATD14-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stoves to be tested 2. Front view of the cooking stoves to be tested 3. Name plate rating of the cooking stoves to be tested 4. Serial number of the cooking stoves to be tested		
4. Working/Functional Cooking Stoves (Sample: 2 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500 Possible Fees Breakdown: Testing of two samples of Cooking Stove: PHP 13000	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 7 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 6500 See other fees below

Possible Fees

- Testing of two samples of Cooking Stove : 13000



120. ERTLS-LATD14-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stove to be tested 2. Front view of the cooking stove to be tested 3. Name plate rating of the cooking stove to be tested 4. Serial number of the cooking stove to be tested	
4. Working/Functional Cooking Stove with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove with Energy Saving Device: PHP 13000 Total: PHP 13000	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 13000		



121. ERTLS-LATD15 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Air conditioner generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.2. Approve the service request.	Test Samples and Fees Table	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None	
		See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of air conditioner

Php 600.00/ sample

Total inspection fee for five samples of air conditioners

Php 3,000.00



122. ERTLS-LATD15-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Air conditioner generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None	
		See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Total inspection fee for six samples of air conditioners

Php 3,600.00

Total inspection fee for ten samples of air conditioners

Php 6,000.00



123. ERTLS-LATD16 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Refrigerating appliance generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of refrigerating appliances

Php 600.00/ sample

Total inspection fee for five samples of refrigerating appliances

Php 3,000.00



124. ERTLS-LATD16-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Refrigerating appliance generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None	
		See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Total inspection fee for six samples of refrigerating appliances

Php 3,600.00

Total inspection fee for ten samples of refrigerating appliances

Php 6,000.00



125. ERTLS-LATD17 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Clothes washing machine generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of clothes washing machine

Php 600.00/ sample

Total inspection fee for five samples of clothes washing machines

Php 3,000.00



126. ERTLS-LATD17-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Client shall completely fill out the Service Request Form (SRF).				
2. Clothes washing machine generic model (Sample: 6-10 Sample/s)			Applicant / Client	
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and sign the transmittal letter.		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples			Fees	
Total inspection fee for six samples of clothes washing machines			Php 3,600.00	
Total inspection fee for ten samples of clothes washing machines			Php 6,000.00	



127. ERTLS-LATD18 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Television set generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of television set

Php 600.00/ sample

Total inspection fee for five samples of television sets

Php 3,000.00



128. ERTLS-LATD18-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Applicant / Client	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Television set generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. 5.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and sign the transmittal letter.		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples			Fees	
Total inspection fee for six samples of television sets			Php 3,600.00	
Total inspection fee for ten samples of television sets			Php 6,000.00	



129. ERTLS-LATD19 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Manual Processing

ISO 9001:2015 Ceerified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following frames: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	4.1. Verify client's payment	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Default request is 5 points per parameter)		1 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science



1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)																														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																																		
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s																																
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		See other fees below																																
Formula / Schedule of Fees Calibration Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Calibration of Digital Power Meter (DPM)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional point for DPM</td> <td>Php 350.00</td> </tr> <tr> <td>Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution</td> <td>Php 3,250.00 (5 points per parameter)</td> </tr> <tr> <td>Calibration of each additional point for DMM</td> <td>Php 200.00</td> </tr> <tr> <td>Calibration of AC/DC Voltmeters</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Voltmeters</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of AC/DC Ammeters</td> <td>Php 2,100.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Ammeters</td> <td>Php 420.00</td> </tr> <tr> <td>Calibration of Ohmmeter</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for Ohmmeter</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of Resistors</td> <td>Php 1,350.00</td> </tr> <tr> <td>Calibration of each additional point for Resistors</td> <td>Php 300.00</td> </tr> <tr> <td>Calibration of Clamp Meters</td> <td>Php 2,050.00</td> </tr> <tr> <td>Calibration of each additional point for Clamp Meter</td> <td>Php 410.00</td> </tr> </tbody> </table>					Samples	Fees	Calibration of Digital Power Meter (DPM)	Php 4,900.00	Calibration of each additional point for DPM	Php 350.00	Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)	Calibration of each additional point for DMM	Php 200.00	Calibration of AC/DC Voltmeters	Php 1,950.00	Calibration of each additional point for AC/DC Voltmeters	Php 390.00	Calibration of AC/DC Ammeters	Php 2,100.00	Calibration of each additional point for AC/DC Ammeters	Php 420.00	Calibration of Ohmmeter	Php 1,950.00	Calibration of each additional point for Ohmmeter	Php 390.00	Calibration of Resistors	Php 1,350.00	Calibration of each additional point for Resistors	Php 300.00	Calibration of Clamp Meters	Php 2,050.00	Calibration of each additional point for Clamp Meter	Php 410.00
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130. ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy	Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division			
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client			
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following frames: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	4.1. Verify client's payment	Possible Fees Breakdown: Calibration of Digital Power Meter (DPM) with additional 10 calibration points: PHP 8400 Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points: PHP 5250	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Request for Additional Point)		1 working day/s, 5 hour/s	Laboratory Technician II / Science Research Analyst / Science



1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Calibration of AC/DC Voltmeters with additional 10 calibration points: PHP 5850 Calibration of AC/DC Ammeters with additional 10 calibration points: PHP 6300 Calibration of Ohmmeter with additional 10 calibration points: PHP 5850		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	Calibration of Resistors with additional 10 calibration points: PHP 4350 Calibration of Clamp Meters with additional 10 calibration points: PHP 6150 Formula Fees Breakdown: Calibration Samples and Fees Table	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



			Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)																																
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																																			
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s																																	
Total Processing Fee:		Total Standard Fee: None See other fees below																																	
Possible Fees - Calibration of Digital Power Meter (DPM) with additional 10 calibration points : 8400 - Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points : 5250 - Calibration of AC/DC Voltmeters with additional 10 calibration points : 5850 - Calibration of AC/DC Ammeters with additional 10 calibration points : 6300 - Calibration of Ohmmeter with additional 10 calibration points : 5850 - Calibration of Resistors with additional 10 calibration points : 4350 - Calibration of Clamp Meters with additional 10 calibration points : 6150																																			
Formula / Schedule of Fees <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Calibration Samples and Fees Table</th> <th style="text-align: left; width: 30%;">Fees</th> </tr> </thead> <tbody> <tr> <td>Samples</td> <td></td> </tr> <tr> <td>Calibration of Digital Power Meter (DPM)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional point for DPM</td> <td>Php 350.00</td> </tr> <tr> <td>Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution</td> <td>Php 3,250.00 (5 points per parameter)</td> </tr> <tr> <td>Calibration of each additional point for DMM</td> <td>Php 200.00</td> </tr> <tr> <td>Calibration of AC/DC Voltmeters</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Voltmeters</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of AC/DC Ammeters</td> <td>Php 2,100.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Ammeters</td> <td>Php 420.00</td> </tr> <tr> <td>Calibration of Ohmmeter</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for Ohmmeter</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of Resistors</td> <td>Php 1,350.00</td> </tr> <tr> <td>Calibration of each additional point for Resistors</td> <td>Php 300.00</td> </tr> <tr> <td>Calibration of Clamp Meters</td> <td>Php 2,050.00</td> </tr> <tr> <td>Calibration of each additional point for Clamp Meter</td> <td>Php 410.00</td> </tr> </tbody> </table>				Calibration Samples and Fees Table	Fees	Samples		Calibration of Digital Power Meter (DPM)	Php 4,900.00	Calibration of each additional point for DPM	Php 350.00	Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)	Calibration of each additional point for DMM	Php 200.00	Calibration of AC/DC Voltmeters	Php 1,950.00	Calibration of each additional point for AC/DC Voltmeters	Php 390.00	Calibration of AC/DC Ammeters	Php 2,100.00	Calibration of each additional point for AC/DC Ammeters	Php 420.00	Calibration of Ohmmeter	Php 1,950.00	Calibration of each additional point for Ohmmeter	Php 390.00	Calibration of Resistors	Php 1,350.00	Calibration of each additional point for Resistors	Php 300.00	Calibration of Clamp Meters	Php 2,050.00	Calibration of each additional point for Clamp Meter	Php 410.00
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131. ERTLS-LATD20 Calibration of Temperature Instruments for External Customers for (1 to 5 Calibration Points) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit/bring/send the calibration sample to Lighting	1. Conduct physical inspection and functionality check to	None	4 hour/s	• Laboratory Technician II /



and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	calibration sample			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service.	4.1. Verify client's payment	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Default request is 5 points)		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																		
Total Processing Time:		Working Days: 7 working day/s																
Total Processing Fee:		Total Standard Fee: None																
		See other fees below																
Formula / Schedule of Fees Calibration Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Calibration of Platinum Resistance Thermometer (PRT)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional temperature point for PRT</td> <td>Php 980.00</td> </tr> <tr> <td>Calibration of Liquid-in-Glass (LIG) Thermometer</td> <td>Php 1,650.00</td> </tr> <tr> <td>Calibration of each additional temperature point for Liquid-in-Glass (LIG)</td> <td>Php 600.00</td> </tr> <tr> <td>Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple</td> <td>Php 390.00</td> </tr> </tbody> </table>					Samples	Fees	Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00	Calibration of each additional temperature point for PRT	Php 980.00	Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00	Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00	Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00	Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00
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132. ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Manual Processing

ISO 9001:2015

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit/bring/send the calibration sample to Lighting	1. Conduct physical inspection and functionality check to	None	4 hour/s	• Laboratory Technician II /



and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	calibration sample			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service.	4.1. Verify client's payment	Possible Fees Breakdown: Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points: PHP 14700 Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points: PHP 7650 Calibration of Digital / Bi-metal	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Request for Additional Point)		2 working day/s, 3 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Thermometer / RTD / Thermocouple with additional 10 calibration points: PHP 5850		Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	Formula Fees Breakdown: Calibration Samples and Fees Table	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																		
Total Processing Time:		Working Days: 7 working day/s, 3 hour/s																
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Samples	Fees																	
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00																	
Calibration of each additional temperature point for PRT	Php 980.00																	
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00																	
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00																	
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00																	
Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00																	



133. ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



134. ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



135. ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 9 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



136. ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		6 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



137. ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment 3.2. Approve the service request.	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s 2 hour/s	- Collection Officer; Treasury Division (TD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s 4.2. Conduct the test request	None	4 hour/s 30 working day/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



138. ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		35 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



139. ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		20 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



140. ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		25 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



141. ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		111 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



142. ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		293 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 297 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



143. ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		701 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 705 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



144. ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		13 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



145. ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy	Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division			
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client			
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		15 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



146. ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		19 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



147. ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy	Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division			
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client			
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		27 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



148. ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Corner 34th Street, Bonifacio Global City				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst



				/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 3 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform	4.1. Receive the test sample/s	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 56 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



149. ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment 3.2. Approve the service request.	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s 2 hour/s	- Collection Officer; Treasury Division (TD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s 4.2. Conduct the test request	None	4 hour/s 176 working day/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



150. ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



151. ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		270 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 274 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



152. ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



153. ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch

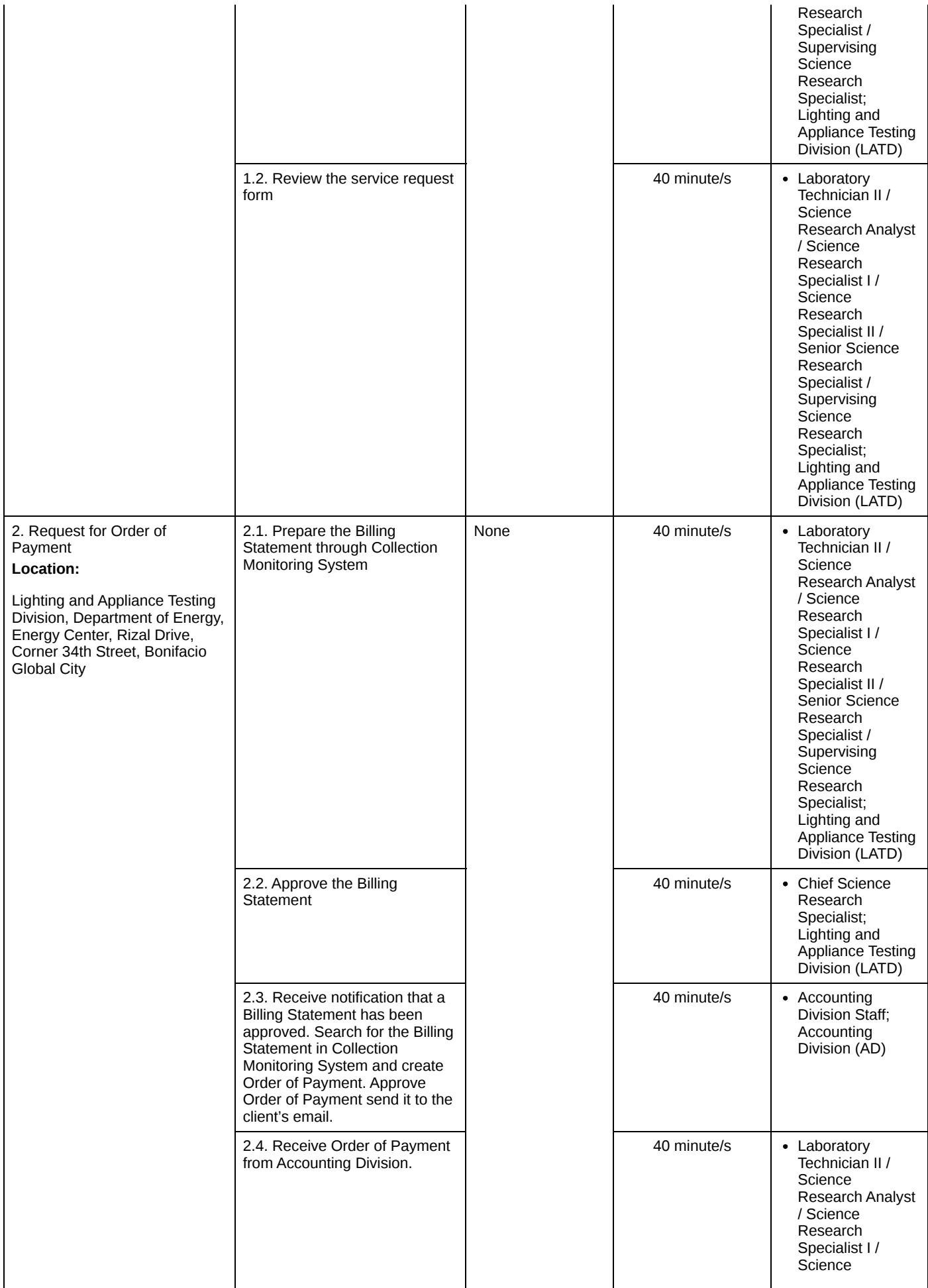


154. ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
<i>Remarks:</i> Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science





				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



155. ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



156. ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



157. ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 9 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



158. ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

USO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		6 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



159. ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		30 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



160. ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		35 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



161. ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		20 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



162. ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		25 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



163. ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		111 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



164. ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		293 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 297 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



165. ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		701 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 705 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



166. ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		13 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



167. ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		15 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



168. ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		19 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



169. ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		27 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



170. ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Corner 34th Street, Bonifacio Global City				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst



				/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 3 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform	4.1. Receive the test sample/s	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 56 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		



Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



171. ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



172. ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



173. ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		270 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 274 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



174. ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



175. ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



176. ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using
Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using
Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



177. ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Test Samples and Fees Table**

Performance Test

Electrical and photometric characteristics of directional light sources

Electrical Measurements of Other Electrical Devices

Fees

Php 11,600.00/
Sample

Php 440.00/ Batch



178. ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Directional Light Source/s (Sample: 2 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Test Samples and Fees Table**

Performance Test

Electrical and photometric characteristics of directional light sources

Electrical Measurements of Other Electrical Devices

Fees

Php 11,600.00/
Sample

Php 440.00/ Batch



179. ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using
Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using
Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



180. ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400		



181. ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of air conditioners (Full load): PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400 See other fees below		
Possible Fees • Testing of two samples of air conditioners (Full load) : 24800				



182. ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load) with Energy Saving Device: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 24800		



183. ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	Formula Fees Breakdown: Test Samples and Fees Table	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Specialist; Lighting and Appliance Testing Division (LATD)						
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.										
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s								
Total Processing Fee:		Total Standard Fee: None See other fees below								
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Air Conditioner (Full Load)</td><td>Php 12,400.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load)</td><td>Php 12,400.00/ sample</td></tr></table>					Samples	Fees	Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample	Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample
Samples	Fees									
Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample									
Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample									



184. ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Possible Fees Breakdown: Testing for two samples of air conditioner (Full load): PHP 24800 Testing for two samples of air conditioner (Half load): PHP 24800 Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Specialist; Lighting and Appliance Testing Division (LATD)						
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.										
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s								
Total Processing Fee:		Total Standard Fee: None								
		See other fees below								
Possible Fees • Testing for two samples of air conditioner (Full load) : 24800 • Testing for two samples of air conditioner (Half load) : 24800										
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Air Conditioner (Full Load)</td><td>Php 12,400.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load)</td><td>Php 12,400.00/ sample</td></tr></table>					Samples	Fees	Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample	Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample
Samples	Fees									
Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample									
Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample									



185. ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for	4.1. Conduct the test request	None	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.										
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s								
Total Processing Fee:		Total Standard Fee: None								
		See other fees below								
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><th>Samples</th><th>Fees</th></tr><tr><td>Testing of Air Conditioner (Full Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr></table>					Samples	Fees	Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample	Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample
Samples	Fees									
Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample									
Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample									



186. ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 27 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



187. ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



188. ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 27 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



189. ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 28 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



190. ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



191. ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 51 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



192. ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 15 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



193. ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



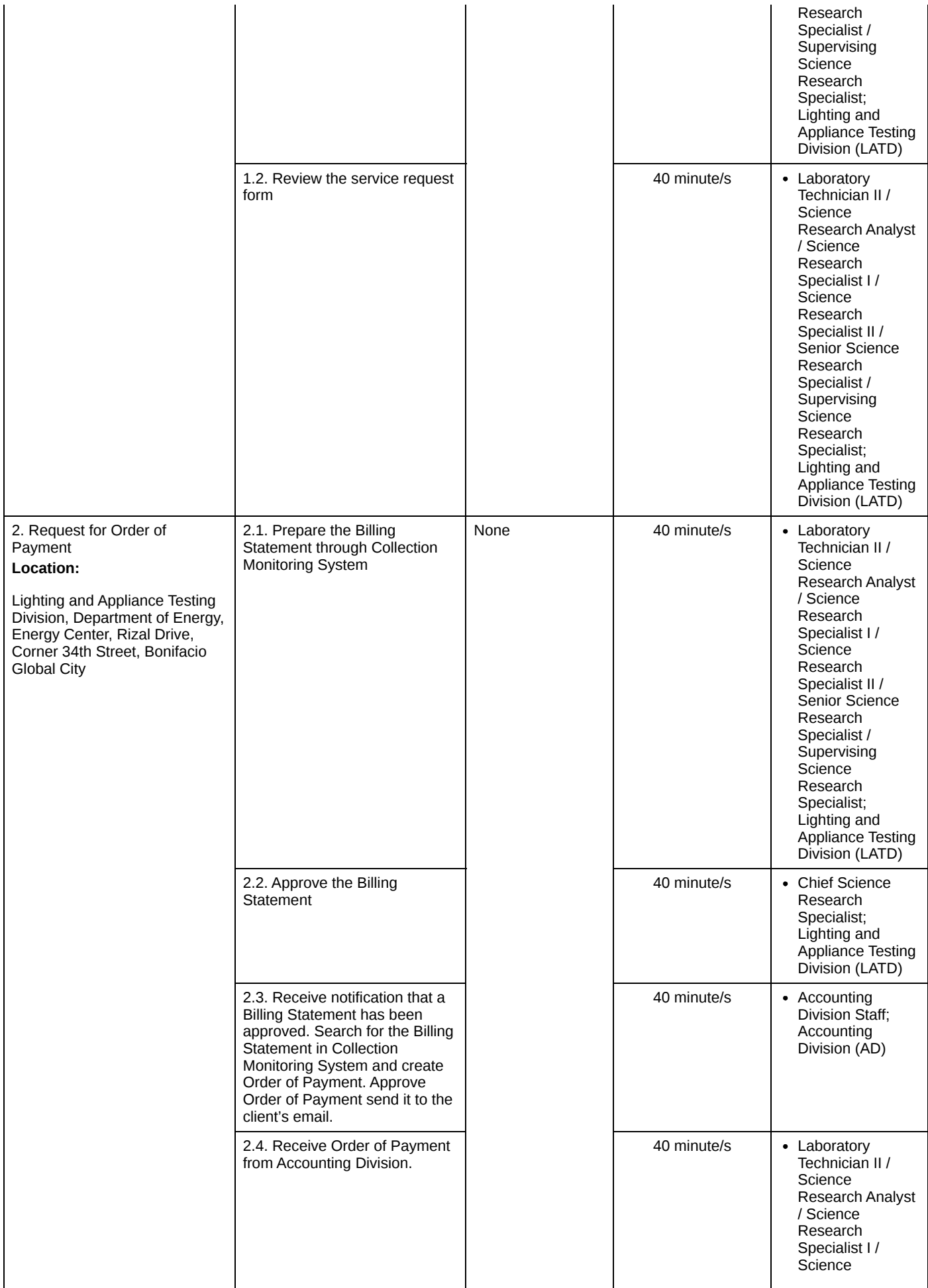
194. ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science





				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 15 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



195. ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 900:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 16 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



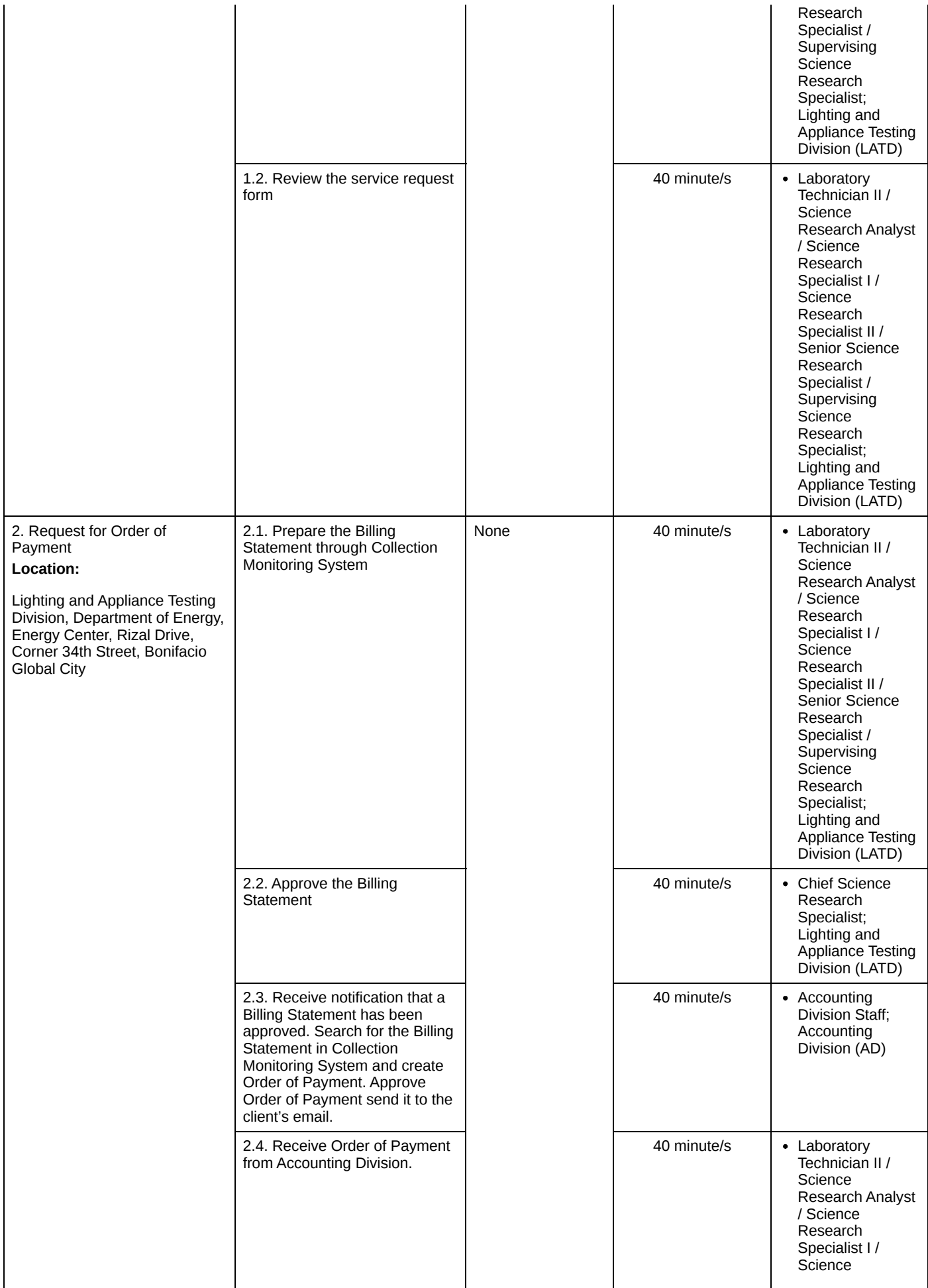
196. ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science





				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



197. ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 28 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



198. ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



199. ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 13 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



200. ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



201. ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 12 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



202. ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 21 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



203. ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 20 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



204. ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



205. ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 13 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



206. ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



207. ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 12 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



208. ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 21 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



209. ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 20 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



210. ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



211. ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



212. ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



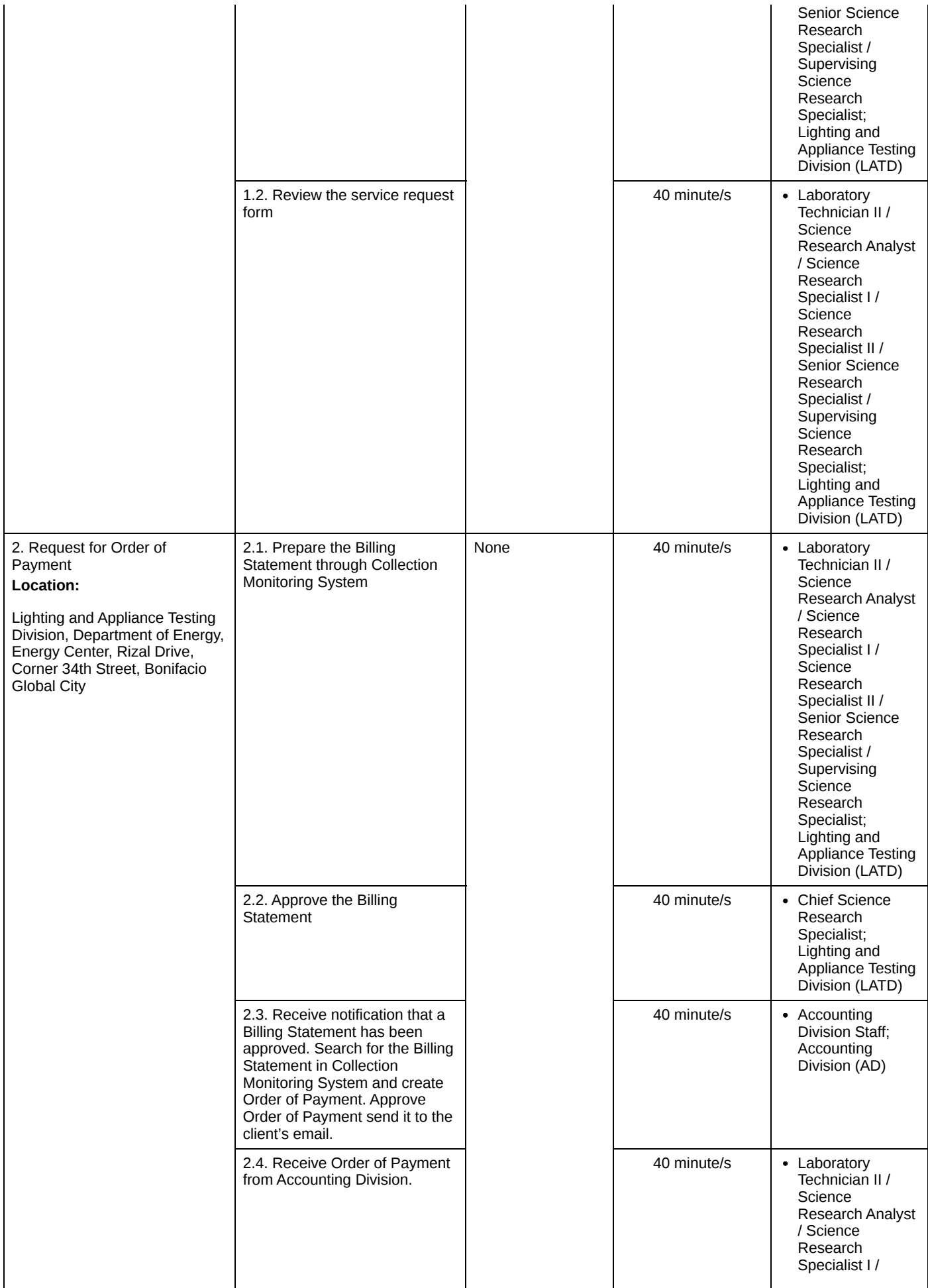
213. ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



214. ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	67 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 74 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



215. ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	67 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 73 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



216. ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



217. ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 47 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



218. ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



219. ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 46 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



220. ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	81 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 88 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



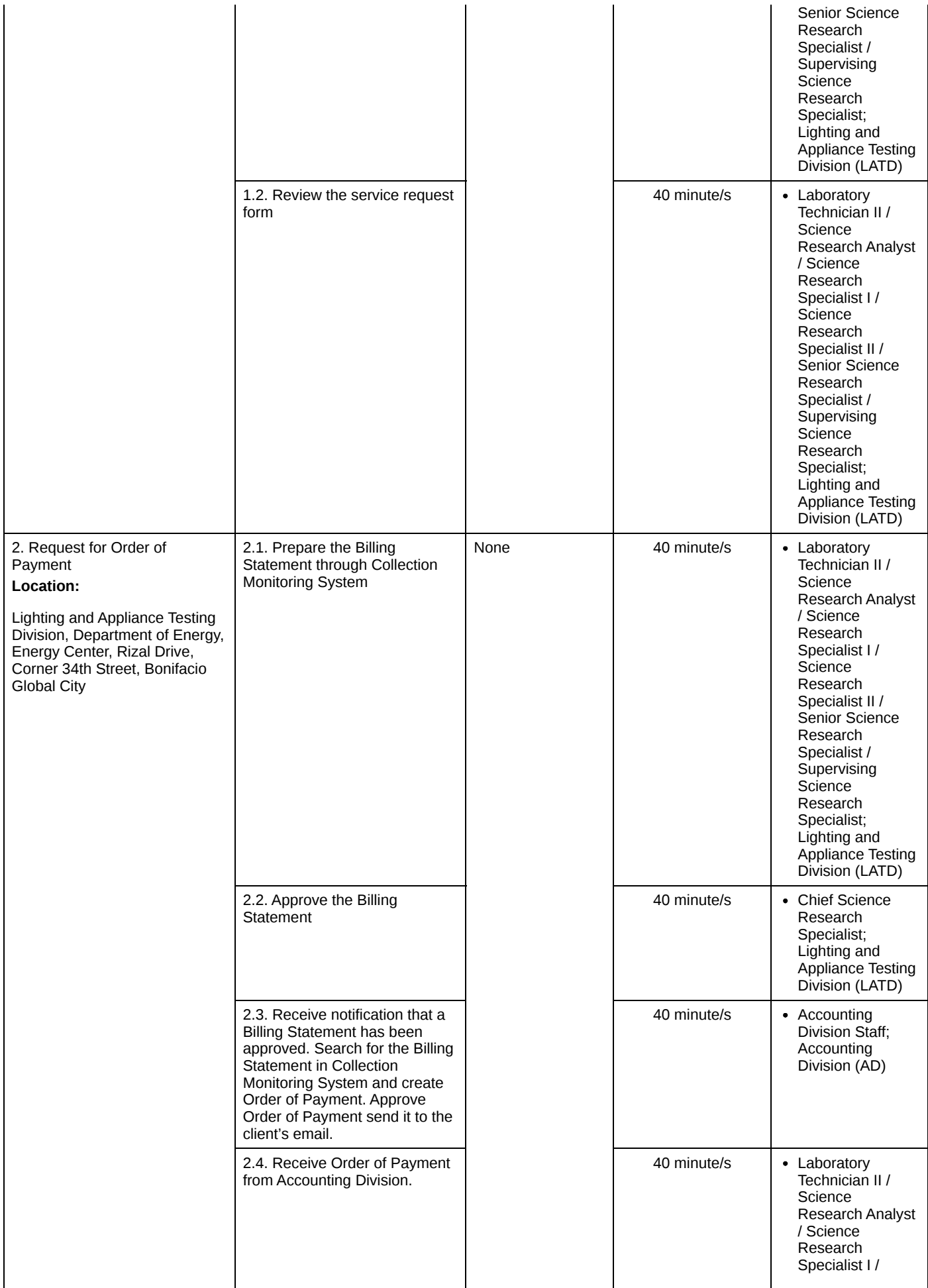
221. ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	81 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 87 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



222. ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



223. ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 54 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



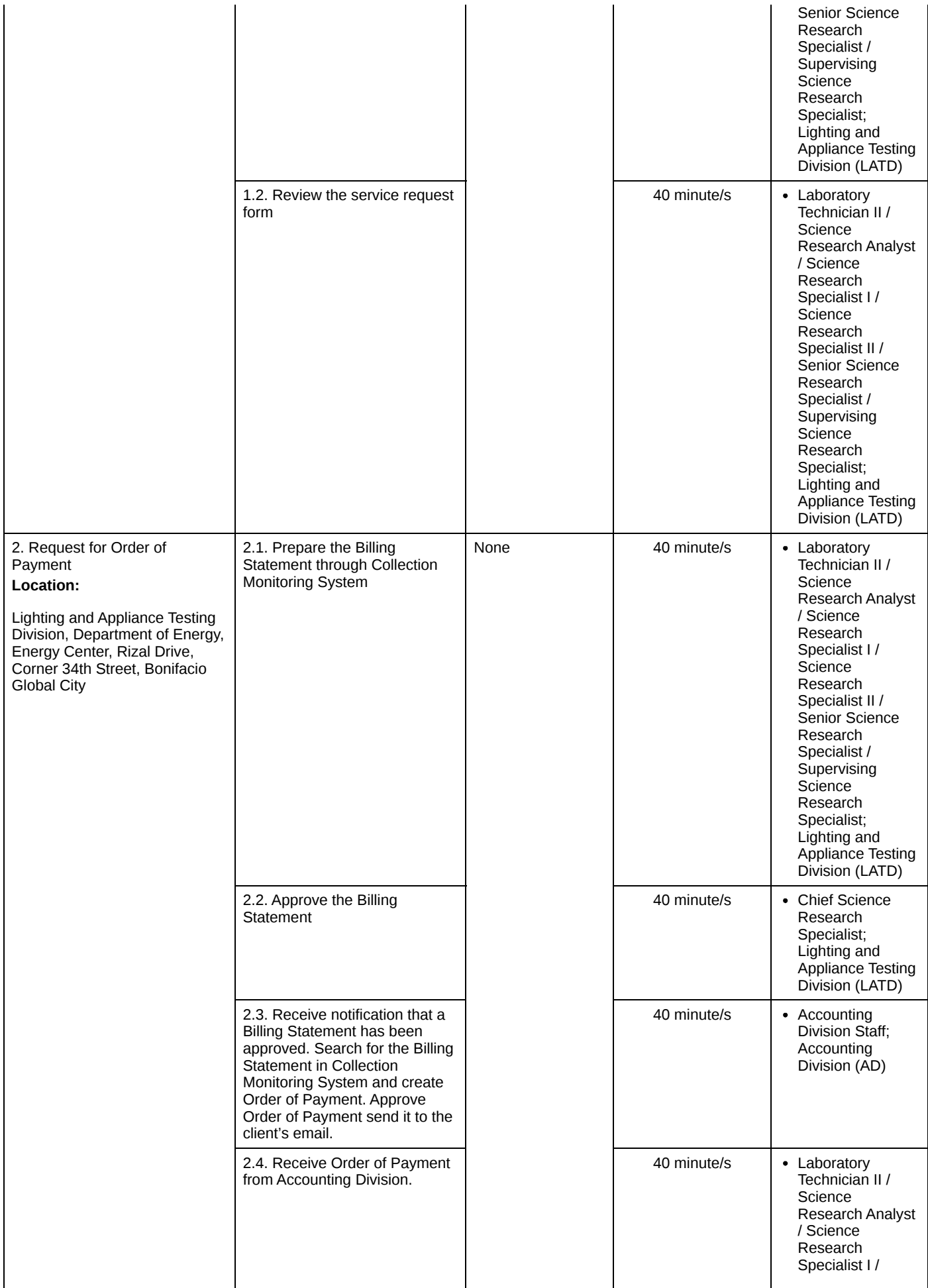
224. ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



225. ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 53 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



226. ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	95 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 102 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



227. ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	95 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 101 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



228. ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 50 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples

Testing of Refrigerator – Complete Test with Energy Saving Device

Testing of Refrigerator – Partial Test with Energy Saving Device

Fees

Php 48,000.00/ sample

Php 28,400.00/ sample



229. ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.										
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s								
Total Processing Fee:		Total Standard Fee: None See other fees below								
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test with Energy Saving Device</td><td>Php 48,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test with Energy Saving Device</td><td>Php 28,400.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test with Energy Saving Device	Php 48,000.00/ sample	Testing of Refrigerator – Partial Test with Energy Saving Device	Php 28,400.00/ sample
Samples	Fees									
Testing of Refrigerator – Complete Test with Energy Saving Device	Php 48,000.00/ sample									
Testing of Refrigerator – Partial Test with Energy Saving Device	Php 28,400.00/ sample									



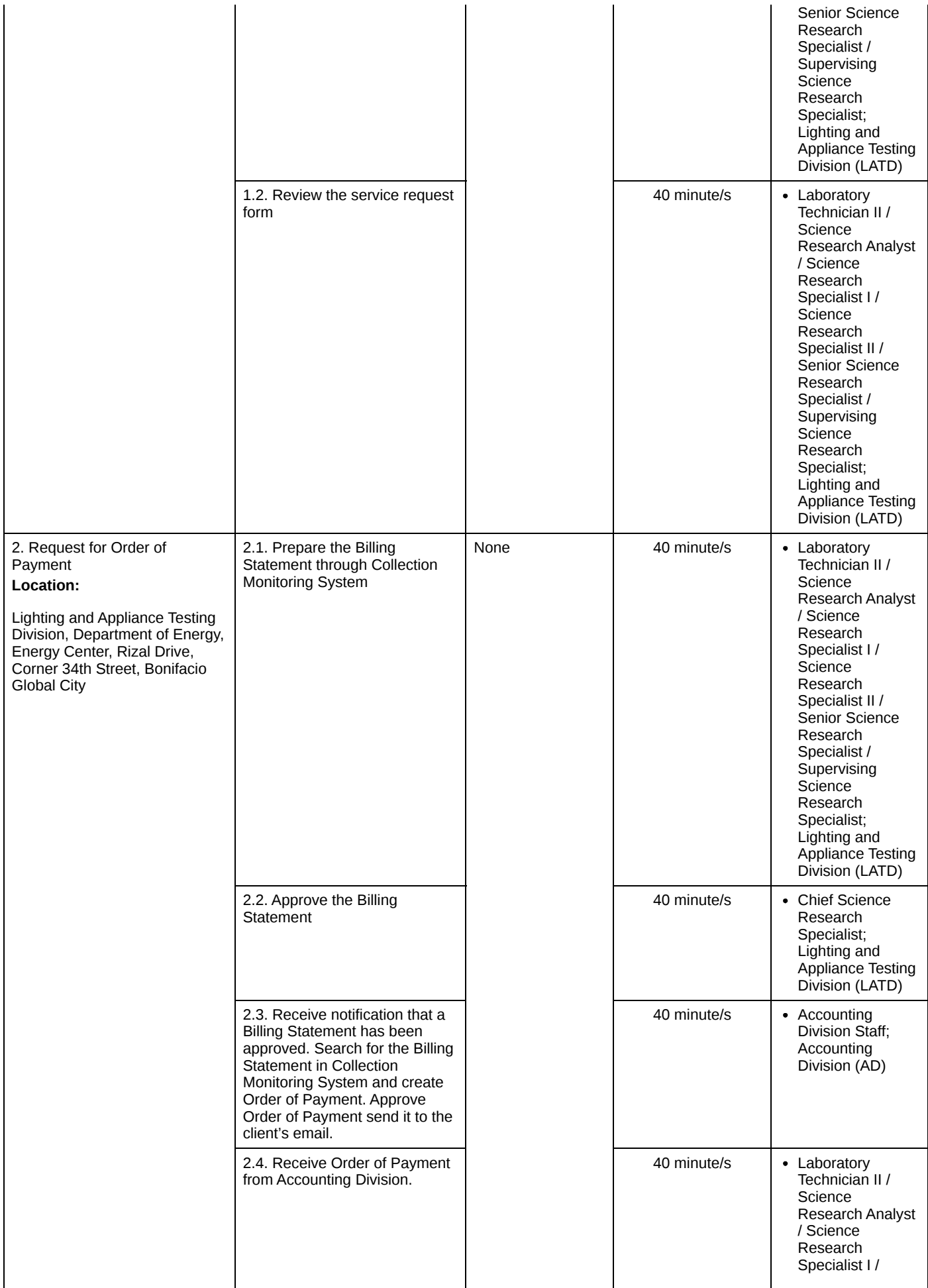
230. ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400		



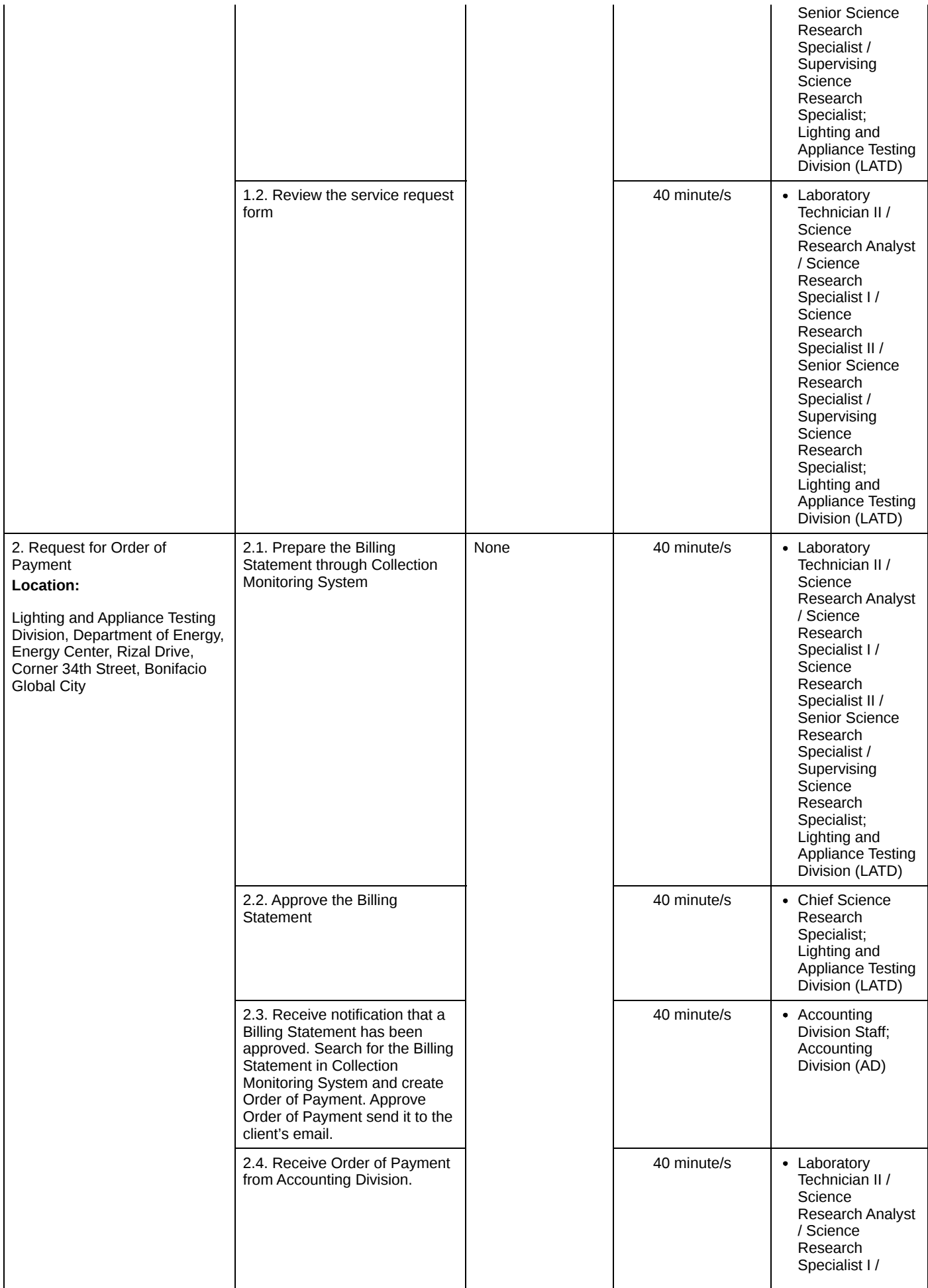
231. ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines(For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Clothes Washing Machines: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 14 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees				
Testing of two samples of Clothes Washing Machines : 42800				



232. ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines(For 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine/s (Sample: 5 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of five samples of Clothes Washing Machines: PHP 107000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		10 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees Testing of five samples of Clothes Washing Machines : 107000				



233. ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



				Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines with Energy Saving Device: PHP 42800	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 42800		



234. ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700		



235. ERTLS-LATD27-01 Energy Performance Testing of Television Sets(For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Television Sets: PHP 9400	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700 See other fees below		
Possible Fees • Testing of two samples of Television Sets : 9400				



236. ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set/s (Sample: 5 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of five samples of Television Sets: PHP 23500	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700 See other fees below		
Possible Fees Testing of five samples of Television Sets : 23500				



237. ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets with Energy Saving Device: PHP 9400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 9400	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



238. ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500		



239. ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stoves: PHP 6500 Total: PHP 6500	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Cooking Stoves: PHP 13000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500 See other fees below		
Possible Fees				
• Testing of two samples of Cooking Stoves : 13000				



240. ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stove with Energy Saving Device: PHP 13000	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 13000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 13000		



Department of Energy - Luzon Field Office
External Services



1. LFO-EIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (LFROs)

*ISO 9001:2015 Certified

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in the retailing of Liquid Fuels within the Regions I, II, III, and CAR pursuant to Department Circular No. DC2017-11-0011 or the "Revised Retail Rules".

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	All persons intending to engage or engaged in the retailing of Liquid Fuels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Prior Notice		
A.1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit Business/Company Profile		
B. New Application / Expired COC Renewal		
B.1. Application Form (1) Original Copy		Department of Energy - Luzon Field Office - Energy Industry Management Division
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Retail Outlet; and c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative		
B.2. Affidavit of Undertaking (1) Original Copy		Applicant / Client
<i>Remarks:</i> Accomplished DOE Form on liability in case of violations committed by Owner/Operator		
B.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> DOE-OIMB-registered distributor/supplier		
B.4. Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant (1) Original Copy		Applicant / Client
<i>Remarks:</i> Signed and Sealed by the Engineering Procurement Construction Contractor and Owner/Operator of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate		
B.5. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy		Applicant / Client



Remarks: With corresponding capacity/ies per product	
B.6. Scaled lay-out plan (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
Remarks: With Measurement showing the following: 1. island/dispensing pumps, 2. underground storage tanks, 3. cashier's booth and 4. other facilities Signed and Sealed by the Engineering Procurement Construction Contractor	
B.7. Latest photographs (in 5R size photo paper) (1) Original Copy	Applicant / Client
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling	
B.8. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy And (1) Electronic Copy	Department of Energy - Office of the Legal Services
Remarks: Clearance of No Pending Case	
C. COC Renewal - Valid and Not Expired	
C.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Energy Industry Management Division
Remarks: Submit Application Form completely filled-out and notarized with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Retail Outlet; and c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative	
C.2. Affidavit of Undertaking (1) Original Copy	Applicant / Client
Remarks: Accomplished DOE Form on liability in case of violations committed by Owner/Operator	
C.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: DOE-OIMB-registered distributor/supplier	
C.4. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy	Applicant / Client
Remarks: With corresponding capacity/ies per product	



C.5. Affidavit of No Renovation in the Facility (1) Original Copy		Applicant / Client		
Remarks: Provided, No Changes in the Facility Lay-out . Otherwise, submit Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant				
C.6. Latest photographs (in 5R size photo paper) (1) Original Copy		Applicant / Client		
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling				
C.7. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy And (1) Electronic Copy		Department of Energy - Office of the Legal Services		
Remarks: Clearance of No Pending Case				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment / Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff ; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center,	2. Issuance of Official Receipt	Standard Fees Breakdown: Issuance of Certificate of Compliance (COC): PHP 3100	30 minute/s	• LFO Collecting Officer; Energy Industry Management Division (LFO-EIMD)



Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. New / Expired : P3,100 2. Renewal : P3,000 For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.		Total: PHP 3100		
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist - Processor; Energy Industry Management Division (LFO- EIMD)
	3.2. Review of the Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO- EIMD)
	3.3. Endorsement of the Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO- EIMD)
	3.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	Director of the Luzon Field Office; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



2. LFO-EIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in own-use operation pursuant to DC No. DC2017-11-0011 or Revised Retail Rules

Office or Division:	Department of Energy - Luzon Field Office			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	All persons intending to engage or engaged in own-use operation which refers to the operation of a motor vehicle fleet			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Situational Requirement				
A. Prior Notice				
A.1. Letter of Intent (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Submit Business/Company Profile				
B. New Application				
B.1. Application Letter - Request (1) Original Copy	Department of Energy - Luzon Field Office			
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Storage and Dispensing Facility; and c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative				
B.2. Feasibility Study (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Indicate the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others				
B.3. Valid Membership Agreement of the fleet (1) Original Copy Or (1) Certified True Copy	Applicant / Client			
B.4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate (1) Original Copy	Department of Energy - Oil Industry Management Bureau			
<i>Remarks:</i> From an OIMB-registered distributor/supplier				
B.5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy	DOTr / DILG - LTO / LTFRB / LGU			
<i>Remarks:</i> With corresponding number of units in the fleet				
B.6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client			



Remarks: 1. To submit the above documentary requirements for and in-behalf of the fleet operator 2. To operate the facility to exclusively serve the fleet 3. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator				
B.7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy			Applicant / Client	
B.8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1) Original Copy And (1) Electronic Copy			Applicant / Client	
Remarks: From Engineering Procurement Construction Contractor				
B.9. Accomplished DOE Form on Undertaking (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
B.10. Latest photographs (in 5R size) (1) Original Copy			Applicant / Client	
Remarks: 1. Full/front, right, and left side views of the retail outlet 2. Required stickers/labels for RON, E10 and B2, among others 3. Price display board 4. Safety and informational signs				
B.11. DOE SCC/COC Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSDD).	1.1. Assessment / Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff; Accounting Division (AD)



2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: CNC Fee : Php 3,100.00 For CNC clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: Issuance of CNC: PHP 3100 Total: PHP 3100	30 minute/s	LFO Collecting Officer; Energy Industry Management Division (LFO-EIMD)
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s), and Field Validation	None	8 working day/s	Science Research Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of the Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of the Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of Certificate of Non-Coverage (CNC)		3 working day/s	Director of the Luzon Field Office; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



3. LFO-EIMD03 Issuance of Certification for Hauler (Hauler Own-Use at Retail Level)

DOE-LFO issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to Department Circular No. DC2017-11-0011 or "Revised Retail Rules"

Office or Division:	Department of Energy - Luzon Field Office			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All persons operating Liquid Fuels Retail Outlet(s) with tank truck(s) to transport Liquid Fuels, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet(s)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Prior Notice (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Filled-out and notarized application form complete with the following: (1 copy) Hauler Application Form (Revised).pdf 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the establishment; and 3. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative				
2. OR / CR of Tank Trucks (1) Original Copy And (1) Certified True Copy			DOTr - LTO	
3. Calibration Certificate (1) Original Copy And (1) Certified True Copy			DOST - ITDI / NML	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Original Copy And (1) Certified True Copy			DILG - BFP	
5. COC of Retail Outlet/s (1) Certified True Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of Certification for Hauler-Own Use Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSDD)	1.1. Pre-Assessment of Documentary Requirements	None	2 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		1 hour/s, 30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry



				Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For certification, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Order of Payment	Standard Fees Breakdown: Certificate for Hauler-Own Use @ Retail Level: PHP 1050 Total: PHP 1050	2 hour/s	• DOE Collection Officer (Main Office); Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Documentary Requirements including Legal Clearance and Proof of Payment(s)	None	3 working day/s	• Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of the Documentary Requirements		1 working day/s	• Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of the Application Requirements		1 working day/s	• Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval of the Certificate for Hauler-Own Use at Retail Level		1 working day/s	• Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1050		



4. LFO-EIMD04 Issuance of License to Operate (LTO) for Refiller

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts"

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Refiller	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy		Applicant / Client
2. Checklist / Directory of Requirements (1) Original Copy		Applicant / Client
3. Company Profile (1) Original Copy		Applicant / Client
4. Refilling Plant / Facility Profile (1) Original Copy		Applicant / Client
5. List of Transport Motor Vehicle (per total company) (1) Original Copy		Applicant / Client
6. Executive Briefer of the Operation (1) Original Copy		Applicant / Client
7. Scaled layout plan per establishment/facility, and Certification on Compliance with the Philippine National Standards (PNS) for plant (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy		NGA - SEC / DTI / CDA
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy		DILG - LGU - concerned city/municipality
10. BIR Registration (1) Certified True Copy		DOF - BIR
11. Certificate of Calibration per Bulk Motor Vehicle (Lorry Tank) (1) Certified True Copy		DOST - ITDI / MNL
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy		DILG - BFP
13. Fire Safety Inspection Certificate (1) Certified True Copy		DILG - BFP
<i>Remarks:</i> <i>For Occupancy</i>		



14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
<i>Remarks:</i> <i>Per Location / Site / Venue from the LGU concerned</i>				
15. Permit to operate unfired pressure vessel per tank for LPG business (1) Certified True Copy		Department of Labor and Employment - Bureau of Working Conditions		
16. Environmental Compliance Certificate per establishment (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
17. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>DOE-Acknowledged LPG Supplier</i>				
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA</i>				
19. Latest Photographs of the Facility / Plant (1) Original Copy		Applicant / Client		
Sub Requirement				
19.A. Full and Front / Back View of the Facility / Establishment				
19.B. Weighing Scale Devices				
19.C. LPG Cylinders				
19.D. Safety and Informational Signs				
19.E. Display Board showing Facility Registered Address, Name, Trademark				
20. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
20.A. LPG Spill Prevention and Response Manual				
21. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
22. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Refiller Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client.	1.1. Assessment and Pre-Evaluation	None	1 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day;



2. If with Pending Case, please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).				Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	Science Research Specialist / Project Evaluation Specilaist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Refiller Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Refiller		3 working day/s	Director; Department of Energy - Luzon Field Office

**General Remarks**

NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3500



5. LFO-EIMD05 Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No. DC2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Distributor / Dealer	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Applicant / Client	
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration per Motor Vehicle (1) Certified True Copy	DOTr - LTO	
<i>Remarks:</i> <i>Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration</i>		
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
13. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i>		



For Occupancy				
14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
Remarks: Per Location / Site / Venue from the LGU concerned				
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG Supplier				
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
17. Latest Photographs of the Establishment / Outlet (1) Original Copy		Applicant / Client		
18. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
18.A. LPG Spill Prevention and Response Manual				
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
20. Notarized company Secretary's Certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Dealer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management



				Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Dealer Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Dealer		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		



6. LFO-EIMD06 Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No. DC2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Retailer	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Applicant / Client	
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration per Motor Vehicle (1) Certified True Copy	DOTr - LTO	
<i>Remarks:</i> <i>Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration</i>		
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
13. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i>		



For Occupancy				
14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
Remarks: Per Location / Site / Venue from the LGU concerned				
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG Supplier				
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
17. Latest Photographs of the Establishment / Outlet (1) Original Copy		Applicant / Client		
18. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
18.A. LPG Spill Prevention and Response Manual				
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
20. Notarized company Secretary's Certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Retailer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management



				Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Retailer Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements including Legal Clearance, Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Retailer		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		



7. LFO-EIMD07 Issuance of License to Operate (LTO) for Independent Hauler

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts"

Office or Division:	Department of Energy - Luzon Field Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Independent Hauler of LPG in Cylinder and/or Cartridge
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Form (Notarized) (1) Original Copy	Applicant / Client
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client
3. Company Profile (1) Original Copy	Applicant / Client
4. Refilling Plant / Facility Profile (1) Original Copy	Applicant / Client
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client
7. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>	
8. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality
9. BIR Registration (1) Certified True Copy	DOF - BIR
10. Certificate of Registration and Official Receipt per motor vehicle (1) Certified True Copy	DOTr - LTO
11. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP
12. Ship Registry and Safety Certificates per marine vessel (1) Certified True Copy	DOTr - MARINA
<i>Remarks:</i> <i>With picture of the name of vessel</i>	
13. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>DOE-Acknowledged LPG Supplier</i>	



14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
15. Latest Photographs of the Hauler (1) Original Copy		Applicant / Client		
Sub Requirement				
15.A. Latest photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address and contact details				
16. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
16.A. LPG Spill Prevention and Response Manual				
17. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
18. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Independent Hauler Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELS).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff; Accounting Division (AD)



2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Independent Hauler Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements including Legal Clearance, Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Independent Hauler		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		



Energy Resource Development Division (LFO-ERDD)
External Services



1. LFO-ERDD01 Issuance of Certificate of Accreditation as Coal End-User (CEU)

It is a requirement for any entity or corporation who utilize coal for its own use located within Region I, Region II, Region III and Cordillera Administrative Region (CAR)

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal " , PD 972 and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Accomplished application form DC2025-11-0027 Annex A (1) Original Copy	DOE-Luzon Field Office - Energy Resource Development Division (ERDD)
2. Registration certificate issued by either of the following Government agencies; (1) Certified True Copy	Any of the three (3) Government agencies - Issuing Unit
Remarks: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	
3. Current Business Permit (1) Certified True Copy	City or Municipality - where principal office is located-Issuing Unit
4. Technical specification of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility (1) Photo Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) of Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable and photos of the coal storage facility (1) Certified True Copy	Department of Environment and Natural Resources - Issuing Unit
7. Invoice for the payment of the processing amounting to Php 10,000.00 issued thru COMS (1) Photo Copy	DOE- Accounting Central Office - Issuing Unit
8. Additional documents that the DOE may find necessary for the evaluation of the request (as provided by DC2025-11-0027) (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. A.Service agreement with an accredited Coal Logistic Service Provider (CLSP), if applicable	
A.1. 1. Service agreement (1) Certified True Copy	Applicant / Client
Remarks: Pursuant to DC2025-11-0027, one of the obligations of coal End-User (CEU) is to engage only the services of accredited Coal Logistic Service Providers (CLSPs) for coal transport and handling.	
B. B. Proof of authority of the representative of the applicant, if applicable	



B.1. Proof of authority (1) Original Copy		Applicant / Client		
Remarks: Authorized Representative shall attach either of the following: 1. For corporate, submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. 2. For corporate/single proprietorship, submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: If not technically qualified, LFO-ERDD prepares a letter to be signed by the Director notifying the applicant of the disapproval of their application. Application with incomplete requirements will not be accepted for processing and shall not be issued Order of Payment (OP). If necessary, the DOE may conduct site verification: Provided, that the conduct of site verification shall suspend the period for acting on the application: Provided, further, that the site verification shall be conducted with seven (7) working days from the notice to the applicant, which period may be extended for reasonable grounds. Note to Clients: The Officer of the Day / Science Research Specialist will check the valid documents of Company Representative before releasing the CEU certificate to the client.	1.1. Receives the complete set of documents with Official Receipt/Proof of Payment and transmit the submitted documents to the Office of the Director for Document Tracking Slip (DTS) tagging	None	1 working day/s	Officer of the Day/Science Research Specialists; Energy Resource Development Division (LFO-ERDD)
	1.2. Upon completion of DTS tagging, the application and its supporting documents is transmitted to the Supervising Science Research Specialist (Supvng SRS) or assigned Science Research Specialist (SRS) of LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.3. Receives the documents and assigns Science Research Specialist / Evaluator to conduct the Technical Evaluation		7 working day/s	- Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Science Research Specialist/Evaluator; Energy Resource Development Division (LFO-ERDD)
	1.4. Reviews the application documents and checks the quality work of the Evaluator and possible revision, if any.		3 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.5. Finalize and review the evaluated CEU documents and endorsed to the Office of the Director for review and signature		2 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.6. Review CEU application documents and check revisions highlighted by the Director. The CEU is signed by the Director.		2 working day/s	Director; Office of the Director (LFO-OD)
	1.7. Records receipt of signed CEU certificate and updates Document Tracking Slip (DTS)		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)



	1.8. Transmit the approved and duly signed CEU certificate to the LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.9. Receives the approved and duly signed CEU certificate and notifies the applicant		1 working day/s	- Science Research Specialists; Energy Resource Development Division (LFO-ERDD) - Officer of the Day; Energy Resource Development Division (LFO-ERDD)
	1.10. Release the duly signed CEU certificate.		1 working day/s	- Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Officer of the Day; Energy Resource Development Division (LFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. LFO-ERDD02 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

The issuance of a Certificate of Accreditation as Coal End-User under Department Circular DC2025-11-0027 has a validity of (5) years.

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries with coal facility/plant located within Region 1, 2, 3, and CAR
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal End-Users", PD 972, and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Accomplished application form DC2025-11-0027 Annex A (1) Original Copy	DOE-Luzon Field Office - Energy Resource Development Division (ERDD)
2. Registration certificate issued by either of the following government agencies; (1) Certified True Copy	Any of the following Government Office - Issuing Unit
<i>Remarks:</i> a.) Securities and Exchange Commission (SEC) b.) Department of Trade and Industry (DTI) c.) Cooperative Development Authority (CDA)	
3. Current Business Permit (1) Certified True Copy	City or Municipality - Where the principal office is located - Issuing Unit
4. Technical specification of coal-fired equipment and plant location map. (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies; (1) Electronic Copy	Applicant / Client
6. Environment Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy	Department of Environment and Natural Resources - Issuing Unit
7. Invoice for the payment of processing fee amounting to Php 10,000.00 (1) Photo Copy	Department of Energy-Taguig City - Treasury Division
8. Financial Clearance (1) Photo Copy	Department of Energy-Taguig City - DOE-Conventional Energy Resources Compliance Division (CERCD)
9. Additional documents that the DOE may find necessary for the evaluation of the request(as provided by DC2025-11-0027) (1) Original Copy	Applicant / Client
For Situational Requirement	
A. In case the documentary requirements submitted for its previous Accreditation as CEU application remain valid and unchanged as of the time of application for renewal	
A.1. 1. The applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements (1) Original Copy	LFO-Department of Energy - Energy Resource Development Division
B. Service Agreement with an accredited Coal Logistic Service Provider (CLSP), if applicable	



B.1. Service agreement (1) Certified True Copy		Applicant / Client		
Remarks: Pursuant to DC2025-11-0027, one of the obligations of Coal End-User (CEU) is to engage only the services of accredited Coal Logistic Service Providers (CLSPs) for coal transport and handling.				
C. Proof of Authority (SPA) from the company authorizing their representative to submit, transact, and pick up document from the DOE				
C.1. Proof of authority (1) Original Copy		Applicant / Client		
Remarks: Authorized Representative shall attach either of the following: 1. For corporate, submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. 2. For corporate/single proprietorship, submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: If not technically qualified, LFO-ERDD prepares a letter to be signed by the Director notifying the applicant of the disapproval of their application. Application with incomplete requirements will not be accepted for processing and shall not be issued Order of Payment (OP) Possible fees: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to DC2025-11-0027: Php 20,000.00 Note to Clients: The Officer of the Day / Science Research Specialist will check the valid documents of Company Representative	1.1. Receives the complete set of documents with Official Receipt/Proof of Payment and transmit the submitted documents to the Office of the Director for Document Tracking Slip (DTS) tagging	None	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.2. Upon completion of DTS tagging, the application and its supporting documents is transmitted to the Supervising Science Research Specialist (Supvng SRS) or assigned Science Research Specialist of LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.3. Review the documents and assigns Science Research Specialist/Evaluator to conduct the Technical Evaluation.		7 working day/s	- Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Science Research Specialist / Evaluator; Energy Resource Development Division (LFO-ERDD)
	1.4. Reviews the application documents and checks the quality work of the Evaluator and possible revision, if any.		3 working day/s	Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD)



before releasing the CEU certificate to the client.			Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.5. finalized the evaluated CEU documents and endorsed to the Office of the Director for signature.	2 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.6. Review CEU application documents and check revision highlighted by the Director. The CEU certificate is signed by the Director.	2 working day/s	Director; Office of the Director (LFO-OD)
	1.7. Records receipt of signed CEU certificate and updates DTS	1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.8. Transmit the approved and duly signed CEU certificate to the LFO-ERDD	1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.9. Receives the approved and duly signed CEU certificate and notifies the applicant.	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.10. Release the approved and duly signed CEU certificate	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. LFO-ERDD03 Issuance of Coal Transport Permit (CTP)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, for every delivery of coal, accredited Coal Traders, Coal End-Users, and holders of Small-Scale Mining Permittees shall request the issuance of a **Coal Transport Permit (CTP)** from the concerned DOE office having jurisdiction over the place where coal delivery will originate: Provided, That Operators of Coal Operating Contracts (COCs) under Development/Production Phase (D/P Phase) shall request for the Issuance of CTPs with the DOE-Energy Resource Development Bureau-Coal and Nuclear Minerals Resource Development Division (ERDB-CNMRDD).

The CTP shall be valid only for the particular date of delivery and shall automatically expire upon the lapse of the period stated therein.

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All accredited Coal Traders, Coal End-Users, and holders of Small-Scale Coal Mining Permit (SSCMP) engaged in the delivery of coal located within Region 1, 2, 3, and Cordillera Administrative Region (CAR)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal End-Users" , PD 972, and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Coal Transport Permit (1) Electronic Copy	Department of Energy-Luzon Field Office - Energy Resource Development Division (ERDD)
Remarks: Remarks: DC2025-11-0027 Annex C-CTP or SCTP Application Form Downloadable Form: https://bit.ly/AnnexC-CTPorSCTP	
2. Purchase Order (3) Electronic Copy	Applicant / Client
3. Invoice as proof of payment of the processing fee (1) Electronic Copy	Department of Energy-Taguig City - Treasury Division
Remarks: Remarks: To process payment, the requesting party shall file a duly accomplished application form (Annex C) at least seven (7) days before the scheduled delivery with Luzon Field Office (covered Region I, II, III and CAR). Access the downloadable CTP Application Form - Annex C (page 20) through this link: https://bit.ly/AnnexC-CTPorSCTP An Order of Payment shall be sent to the requesting party's email address as indicated in the application form. The following non-refundable processing fee, net of all charges, shall be paid by the requesting party: • Php 100.00 / truck per delivery • Barges ≤ 3,000 MT - Php 1,000.00 per delivery > 3,001-6,001 MT - Php 2,000.00 per delivery > 6,001-10,000 MT - Php 3,000.00 per delivery > 10,001 MT- - Php 4,000.00 per delivery The basis of weight is the draft survey report. Request received beyond the prescribed period shall be assessed an additional late processing fee in the following amounts:	



- Php 200.00/per truck per delivery
 - Barges
- ≤3,000MT - Php 2,000.00 per delivery
- >3,001-6,000MT - Php 4,000.00 per delivery
- >6,001-10,000MT - Php 6,000.00 per delivery
- >10,001MT - Php 8,000.00 per delivery

The basis of weight is the draft survey report.

Note:

All applications for Special Coal Transport Permit (SCTP) shall be filed at DOE-Energy Resource Development Bureau-Coal and Nuclear Minerals Resource Development Division (ERDB-CNMRDD) Taguig City

Sub Requirement

3.A. Submission of previously issued CTPs, truck scale (if applicable), delivery receipt, reflecting the actual details of delivery such as volume, to check the actual sales and production. The Coal Trader will be given unique link to lodge the actual data and uploads the documents.

4. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
Remarks: Remarks: The applicant shall include the following: • Clear, geotagged, and timestamped photographs of the coal stockpile, taken not earlier than two (2) days prior to the date of application. • Attestation/Sworn Statement, executed by the authorized representative, declaring the source, quantity, and location of the coal stockpile. Sub Requirement 4.A. Submission of previously issued CTPs, truck scale (if applicable), delivery receipt, reflecting the actual details of delivery such as volume, to check the actual sales and production. The Coal Trader will be given unique link to lodge the actual data and uploads of the documents.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: All applications for Special Coal Transport Permit (SCTP) shall be filed at the Department of Energy-Coal and Nuclear Minerals Resource Development Division (DOE-CNMRDD), Taguig City	1.1. Review documents and acknowledge receipt of email	None	1 working day/s	• Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		2 working day/s	• Science Research Specialist II; Energy Resource Development Division (LFO-ERDD) • Senior Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.3. Review and approve the documents and endorse Coal Transport Permit (CTP)		2 working day/s	• Chief Supervising Science Research Specialist; Energy Resource



				Development Division (LFO-ERDD) • Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) • Assigned Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.4. Review and approve Coal Transport Permit (CTP)		1 working day/s	• Director; Office of the Director (LFO-OD)
	1.5. Email approved Coal Transport Permit (CTP) in .pdf form to applicant, and make call to confirm receipt of email, as may be applicable		1 working day/s	• Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
General Remarks				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Oil Industry Management Division (LFO-OIMD)
External Services



1. LFO-OIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (LFROs)

*ISO 9001:2015 Certified

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in the retailing of Liquid Fuels within the Regions I, II, III, and CAR pursuant to Department Circular No. DC2017-11-0011 or the "Revised Retail Rules".

Office or Division:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person intending to engage or engaged in the retailing of Liquid Fuels			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Situational Requirement				
A. Prior Notice				
A.1. Letter of Intent (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Submit Company Profile				
B. Application				
B.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division			
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Retail Outlet; and 3. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative				
B.2. Affidavit of Undertaking (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division			
<i>Remarks:</i> Accomplished DOE Form on liability in case of violations committed by Owner/Operator				
B.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client			
<i>Remarks:</i> DOE-OIMB-registered distributor/supplier				
B.4. Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Signed and Sealed by the Engineering Procurement Construction Contractor and Owner/Operator of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate				
B.5. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy	Applicant / Client			
<i>Remarks:</i> With corresponding capacity/ies per product				



B.6. Scaled lay-out plan (1) Original Copy Or (1) Certified True Copy			Applicant / Client	
Remarks: With Measurement showing the following: 1. island/dispensing pumps, 2. underground storage tanks, 3. cashier's booth and 4. other facilities Signed and Sealed by the Engineering Procurement Construction Contractor				
B.7. Latest photographs (preferably in 5R size photo paper) (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling				
B.8. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services-Downstream Conventional Energy Legal Services Division	
Remarks: Clearance of No Pending Case				
B.9. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: 1. New / Expired : P3,100 2. Renewal : P3,000 For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
B.10. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete, return to client. 2. If with Pending Case, please contact the Office of the Legal Services-Downstream Conventional Energy	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Legal Services Division (DCELS).				
2. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	Director ; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. LFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in own-use operation pursuant to DC No. DC2017-11-0011 or Revised Retail Rules

Office or Division:	Oil Industry Management Division (LFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Natural or juridical person intending to engage or engaged in own-use operation which refers to the operation of a motor vehicle fleet
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Prior Notice	
A.1. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Submit Business/Company Profile	
B. Application	
B.1. Application Letter - Request (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Storage and Dispensing Facility; and 3. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative	
B.2. Feasibility Study (1) Original Copy	Applicant / Client
<i>Remarks:</i> Indicate the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others	
B.3. Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client
B.4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Department of Energy - Oil Industry Management Bureau - Oil Industry Competition and Monitoring Division
<i>Remarks:</i> From an OIMB-registered distributor/supplier	
B.5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy Or (1) Certified True Copy	DOTR / DILG - LTO / LTFRB / LGU
<i>Remarks:</i> With corresponding number of units in the fleet	
B.6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i>	



1. To submit the above documentary requirements for and in-behalf of the fleet operator 2. To operate the facility to exclusively serve the fleet 3. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator				
B.7. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy		Applicant / Client		
Remarks: With corresponding capacity/ies per product				
B.8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, dispatcher's booth and other facilities (with measurement) (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
Remarks: From Engineering Procurement Construction Contractor				
B.9. Accomplished DOE Form on Undertaking (1) Original Copy		Department of Energy - Luzon Field Office - Oil Industry Management Division		
Remarks: Submit Undertaking Form completely filled-out and notarized				
B.10. Latest photographs (preferably in 5R size photo) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
Remarks: 1. Full/front, right, and left side views of the facility 2. Required stickers/labels for RON, E10 and B3, among others 3. Price display board 4. Safety and informational signs				
B.11. DOE SCC/COC Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy		Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division		
Remarks: Clearance of No Pending Case				
B.12. Order of Payment (1) Original Copy Or (1) Electronic Copy		Department of Energy - Financial Services - Accounting Division		
B.13. Proof of Payment (1) Original Copy		Department of Energy - Luzon Field Office (Admin and Finance)		
Remarks: CNC Fee : Php 3,100.00 For CNC clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Notes/Instruction: 1. If Incomplete , return to client 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).				
2. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s), and Field Validation	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Non-Coverage (CNC)		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. LFO-OIMD03 Issuance of Certification for Hauler (Hauler Own-Use at Retail Level)

DOE-LFO issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to Department Circular No. DC2017-11-0011 or "Revised Retail Rules".

Office or Division:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person operating Liquid Fuels Retail Outlet(s) with tank truck(s) to transport Liquid Fuels, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet(s)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application Form (1) Original Copy			Department of Energy - Luzon Field Office - Oil Industry Management Division	
<i>Remarks:</i> Filled-out and notarized application form complete with the following: (1 copy) 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the establishment; and 3. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative				
2. OR / CR of Tank Trucks (1) Original Copy Or (1) Certified True Copy			DOTR - LTO	
3. Calibration Certificate (1) Original Copy Or (1) Certified True Copy			DOST - ITDI - NML	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Original Copy Or (1) Certified True Copy			DILG - BFP	
5. COC of Retail Outlet/s (1) Original Copy Or (1) Certified True Copy			Applicant / Client	
6. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
<i>Remarks:</i> Certificate for Hauler-Own Use @ Retail Level: PHP 1,050 Please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
7. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of Certification for Hauler-Own Use Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction:	1.1. Pre-Assessment of Documentary Requirements	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		3 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil



1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD)				Industry Management Division (LFO-OIMD)
	1.3. Review of the Documentary Requirements		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of the Application Requirements		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval of the Certificate for Hauler-Own Use at Retail Level		1 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. LFO-OIMD04 Issuance of License to Operate (LTO) for Refiller

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts".

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage or engaged in the LPG industry activity as Refiller	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Refilling Plant / Facility Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment/facility, and Certification on Compliance with the Philippine National Standards (PNS) for plant (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU concerned city or municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Calibration per Bulk Motor Vehicle (Lorry Tank) (1) Certified True Copy	DOST - ITDI / NML	
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i> <i>Conveyance of Hazardous Materials and Chemicals in Cargo Vehicles</i>		
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality	
<i>Remarks:</i>		



Per Location / Site / Venue from the LGU concerned				
14. Permit to operate unfired pressure vessel per tank for LPG business (1) Certified True Copy		DOLE - BWC		
15. Environmental Compliance Certificate per establishment (1) Certified True Copy		DENR - EMB		
16. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
Remarks: DOE-OIMB Acknowledged LPG Supplier				
17. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
Remarks: Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.				
18. Latest Photographs of the Facility / Plant (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
Remarks: A. Full and Front / Back View of the Facility / Establishment B. Weighing Scale Devices C. LPG Cylinders D. Safety and Informational Signs E. Display Board showing Facility Registered Address, Name, Trademark				
19. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Remarks: A. LPG Spill Prevention and Response Manual				
20. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy		Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELSD)		
21. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy		Applicant / Client		
Remarks: Special Power of Attorney (SPA) for Authorized Representative.				
22. Order of Payment (1) Original Copy Or (1) Electronic Copy		Department of Energy - Financial Services - Accounting Division		
Remarks: LTO - Refiller Fee: PHP 3,500 For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
23. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy		Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Refiller	1.1. Assessment and Pre-Evaluation	None	1 working day/s	• Science Research Specialist /



Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).			Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements	8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements	4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements	4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Refiller	3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. LFO-OIMD05 Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG as Distributor	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
Remarks: Optional <i>If with Delivery Services</i>		
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
Remarks: <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
Remarks: <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU concerned city or municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration of Authorized Motor Vehicle (1) Certified True Copy	DOTR - LTO	
Remarks: Optional <i>If with Delivery Services</i>		



Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration	
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP
Remarks: Conveyance of Hazardous Materials and Chemiclas in Cargo Vehicles	
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality
Remarks: Per Location / Site / Venue from the LGU concerned	
14. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP
Remarks: For Occupancy	
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: DOE-OIMB Acknowledged LPG Supplier	
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.	
17. Latest Photographs of the Establishment / Outlet (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: A. Full and Front / Back View of the Facility / Establishment B. Weighing Scale Devices C. LPG Cylinders D. Safety and Informational Signs E. Display Board showing Facility Registered Address, Name, Trademark	
18. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
Remarks: A. LPG Spill Prevention and Response Manual	
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy	Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELSDD)
20. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
Remarks: Special Power of Attorney (SPA) for Authorized Representative	
21. Order of Payment (1) Original Copy Or (1) Electronic Copy	Department of Energy - Financial Services - Accounting Division



Remarks:

LTO - Refiller Fee: PHP 3,500

For COC/LTO clients, please pay the amount due within ten (10) calendar days only.

Failure to do so will automatically cancel the Order of Payment - including the application.

22. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Dealer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Dealer		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. LFO-OIMD06 Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG as Retailer	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
Remarks: <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
Remarks: <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU concerned city or municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration of Authorized Motor Vehicle (1) Certified True Copy	DOTR - LTO	
Remarks: Optional <i>If with Delivery Services</i> <i>Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration</i>		
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	



<i>Remarks:</i> <i>Conveyance of Hazardous Materials or Chemicals in Cargo Vehicles</i>	
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality
<i>Remarks:</i> <i>Per Location / Site / Venue from the LGU concerned</i>	
14. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP
<i>Remarks:</i> <i>For Occupancy</i>	
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>DOE-OIMB Acknowledged LPG Supplier</i>	
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.</i>	
17. Latest Photographs of the Establishment / Outlet (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>A. Full and Front / Back View of the Facility / Establishment</i> <i>B. Weighing Scale Devices</i> <i>C. LPG Cylinders</i> <i>D. Safety and Informational Signs</i> <i>E. Display Board showing Facility Registered Address, Name, Trademark</i>	
18. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>A. LPG Spill Prevention and Response Manual</i>	
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy	Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELS)
20. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
21. Order of Payment (1) Original Copy Or (1) Electronic Copy	Department of Energy - Financial Services - Accounting Division
<i>Remarks:</i> <i>LTO - Retailer Fee: PHP 3,500</i> <i>For COC/LTO clients, please pay the amount due within ten (10) calendar days only.</i> <i>Failure to do so will automatically cancel the Order of Payment - including the application.</i>	
22. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Retailer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Retailer		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



7. LFO-OIMD07 Issuance of License to Operate (LTO) for Independent Hauler

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts".

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG as Independent Hauler of LPG in Cylinder and/or Cartridge	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Refilling Plant / Facility Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Registration of Business for the applied activity (1) Certified True Copy Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
8. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU concerned city or municipality	
9. BIR Registration (1) Certified True Copy	DOF - BIR	
10. Certificate of Calibration per Bulk Motor Vehicle (Lorry Tank) (1) Certified True Copy	DOST - ITDI / NML	
11. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
12. Ship Registry and Safety Certificates per marine vessel with picture of the name of vessel (1) Original Copy Or (1) Certified True Copy	DOTR - MARINA	
<i>Remarks:</i> <i>With picture of the Vessel with Name</i>		
13. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
<i>Remarks:</i> <i>DOE-OIMB Acknowledged LPG Supplier</i>		



14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy			Applicant / Client	
<i>Remarks:</i> <i>Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.</i>				
15. Latest Photograph/s of the Hauling Vehicle (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>A. Full and Front / Back View of the Hauling Vehicle</i> <i>B. Safety and Informational Signs</i> <i>C. Display Board showing Facility Registered Address, Name, Trademark</i>				
16. Fire Prevention and Response Manual (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>A. LPG Spill Prevention and Response Manual</i>				
17. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELS)	
18. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Special Power of Attorney (SPA) for Authorized Representative</i>				
19. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
<i>Remarks:</i> <i>LTO - Independent Hauler Fee: PHP 3,500</i> <i>For COC/LTO clients, please pay the amount due within ten (10) calendar days only.</i> <i>Failure to do so will automatically cancel the Order of Payment - including application.</i>				
20. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Independent Hauler Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Downstream Conventional Energy Legal Services Division (DCELSD).	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Independent Hauler		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. LFO-OIMD08 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlets (TSROs)

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in the retailing of Liquid Fuels within the Regions I, II, III, and CAR pursuant to Department Circular No. DC2017-11-0011 or the "Revised Retail Rules".

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage or engaged in the retailing of Liquid Fuels (LF) utilizing emerging technologies that will address the proliferation of retailing liquid fuels in unauthorized container or "bote-bote system".	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Prior Notice		
A.1. Letter of Intent (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Submit Business / Company Profile</i>		
A.2. City or Municipal Endorsement stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and observance of 1-km. radius distance from another Retail Outlet (1) Original Copy	Local Government Unit concerned - Office of the Local Executive (Mayor)	
<i>Remarks:</i> <i>Signed and Sealed by the LGU issuing office</i>		
B. Application		
B.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
<i>Remarks:</i> <i>Submit Application Form completely filled-out and notarized with the following information:</i> 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Retail Outlet; and 3. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative		
B.2. Affidavit of Undertaking (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
<i>Remarks:</i> <i>Accomplished DOE Form on liability in case of violations committed by Owner/Operator</i>		
B.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
<i>Remarks:</i> <i>Issued by a DOE-OIMB registered LF distributor/hauler/trader/supplier or LFROs who are ALSO registered LF distributors.</i>		
B.4. Certification that the materials are manufactured in accordance to the facilities and product safety (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Issued by certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance</i>		



and Material (PSE), among others				
B.5. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy			Applicant / Client	
Remarks: With corresponding capacity/ies per product				
B.6. Scaled lay-out plan (1) Original Copy Or (1) Certified True Copy			Applicant / Client	
Remarks: With Measurement showing the following: 1. setback distances from the Firewall and other facilities 2. dispensers, 3. storage tanks, 4. cashier's booth and 5. other facilities Signed and Sealed by the Architect / Engineer / Contractor in-charge				
B.7. Latest photographs (preferably in 5R size photo paper) (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling				
B.8. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services-Downstream Conventional Energy Legal Services Division	
Remarks: Clearance of No Pending Case				
B.9. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: 1. New / Expired : P3,100 2. Renewal : P3,000 For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
B.10. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSA).				
2. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	• Director ; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. LFO-OIMD09 Issuance of Certification for LGU Permit / License / Clearance

In instances where a Local Government Unit (LGU) mandates the submission of a Certificate of Compliance (COC) / Certificate of Non-Coverage (CNC) or License to Operate (LTO) as a compulsory prerequisite for the issuance of a Mayor's or Business Permit, the Department may issue a formal Certification prior to the operation of a facility or establishment.

This Certification shall be issued for the limited and specific purpose of facilitating the applicant's compliance with local business licensing requirements. It serves as a provisional attestation of the outlet's status pending the final issuance of the regular COC/CNC or LTO, ensuring that administrative sequencing does not unduly delay the commencement of legal business operations.

Office or Division:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person intending to engage or operate in the Downstream Oil Industry Activities - with complete documentary requirements but pending the final issuance of their mandatory Certificate of Compliance (COC) / Certificate of Non-Coverage (CNC) or License to Operate (LTO).			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: <i>The letter request should contain the following:</i> 1. Registered Business Name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the establishment; and 3. Name of operator/dealer/retailer and authorized representative if partnership/corporation/cooperative.				
2. Documentary Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
Sub Requirement				
2.A. LFRO / TSRO				
2.A.1. Refer to the Checklist of Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
2.B. LPG Refiller / Dealer / Retailer				
2.B.1. Refer to the Checklist of Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
3. Legal Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Legal Services - Downstream Conventional Energy Legal Services Division	
4. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: Certificate Fee @ PHP 500.00 per facility / establishment Please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
5. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Request for the Issuance of Certification for LGU Permit / License /	1.1. Assessment / Pre-Evaluation of Requirements	None	1 working day/s	Science Research Specialist /



Clearance AND Presentation of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete, return to client. 2. If with Pending Case, please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD)				Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Processing of Valid Requirements for the Issuance of Certification for LGU / BFP		1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of the Requirements for the Issuance of Certification for LGU / BFP		1 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of the Requirements for the Issuance of Certification for LGU / BFP		2 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval of the Issuance of Certification for LGU / BFP		2 working day/s	• Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Energy Resource Development Division (VFO-ERDD)
External Services



1. VFO-ERDD01 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

All coal mines must have a Safety Department headed by a Safety Engineer duly registered with the DOE. SE and SI Permits shall be issued to qualified individuals. SE Permit will expire upon the expiry of the SSCMP or Coal Operating Contract (COC) unless earlier relinquished or revoked. SI Permit is valid for one (1) year. The issuance is based on Department Circular No. DC2018-12-0028.

Office or Division:	Energy Resource Development Division (VFO-ERDD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Assigned Safety Engineer and Safety Inspector of Small-Scale Coal Mining Permit (SSCMP) Holders.
Operating Hours:	24/7
Statute:	Energy Virtual One-Stop Shop Act (Republic Act No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly Accomplished ERDB Form No. DOE-ERDB-QF-001 (1) Electronic Copy	Department of Energy - Visayas Field Office - Energy Resources Development Division
<i>Remarks:</i> Access the downloadable DOE-ERDB-QF-001 Application Form REV2 through this link: Downloadable Forms	
2. Endorsement from the SSCMP holder addressed to the VFO Director (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Document uploaded through the Energy Virtual One-Stop Shop System (EVOSS) should contain a wet signature.	
3. Digital 2"x2" ID Photo (minimum 600x600 pixels, any plain background color, dress code: with collar taken not less than three (3) months at the time of the application. (1) Electronic Copy	Applicant / Client
4. Signed Resume (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Document uploaded through the Energy Virtual One-Stop Shop System (EVOSS) should contain a wet signature.	
5. Valid Police Clearance with copy of Official Receipt of the Payment (1) Electronic Copy	Philippine National Police - Local Police Station
For Situational Requirement	
A. For Safety Engineer	
A.1. Valid PRC License for Mining Engineer Upload scanned copy of Professional ID Card issued by the Professional Regulation Commission (PRC)	
Sub Situational Requirement/s	
A.a. Permanent Registration	
A.a.1. Certificate of Employment showing at least two (2) years working experience in underground mining operations for underground coal mines of surface mining operations for surface coal mines (1) Electronic Copy	Applicant / Client
A.a.2. Certificate/s of Training in General Safety and Health related to Mining Operations with at least cumulative of eight (8) hours (1) Electronic Copy	Applicant / Client



A.b. Temporary Registration (Graduate of a Mining Engineering Course)				
A.b.1. Valid PRC License for Mining Engineer Upload scanned copy of Professional ID Card issued by the Professional Regulation Commission (PRC)				
A.b.2. Certificate of Employment showing experience in underground coal mines or surface mining operations for surface coal mines (1) Electronic Copy			Applicant / Client	
A.b.3. Certificate/s of Training in General Safety and Health related to Mining Operations (1) Electronic Copy			Applicant / Client	
A.c. Temporary Registration (Any other Engineer, Geologist, Metallurgist and Chemist)				
A.c.1. Certificate of Employment showing at least one (1) year experience as Safety Inspector in an underground or surface coal mines (1) Electronic Copy			Applicant / Client	
B. For Safety Inspector				
Sub Situational Requirement/s				
B.a. Graduate of a Mining Engineering Course				
B.a.1. College Diploma (1) Electronic Copy			Applicant / Client	
B.b. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.b.1. College Diploma (1) Electronic Copy			Applicant / Client	
B.b.2. Certificate of Employment showing at least one (1) year experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.c. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.c.1. College Scholastic Records (1) Electronic Copy			Applicant / Client	
B.c.2. Certificate of Employment showing at least three (3) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.d. High School Graduate				
B.d.1. High School Diploma (1) Electronic Copy			Applicant / Client	
B.d.2. Certificate of Employment showing at least five (5) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.e. High School Undergraduate				
B.e.1. High School scholastic Records (1) Electronic Copy			Applicant / Client	
B.e.2. Certificate of Employment showing at least ten (10) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits through the Energy Virtual One-Stop Shop (EVOSS) System the complete set of Documentary Requirements Location: EVOSS System (https://www.evoss.ph/)	1.1. VFO Records Officer checks the completeness and consistency of the submission*	None	3 working day/s	• Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)

Notes/Instruction:



<i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate, and notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Complete Certificate</i> <i>For incomplete documents, ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application</i>	1.2. VFO Records Officer prepares the Order of Payment and sends it to the client's email.		12 hour/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.3. VFO Records Officer uploads the Order of Payment and encodes the Serial No. (EVOSS System notifies the Applicant and VFO Collecting Officer thru a system generated email notification to pay the processing fee within 3 working days)		12 hour/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
2. Applicant pays the application/processing fee within 3 working days* Location: 5th Floor, Escario Building, 731 Escario Street, Cebu City Notes/Instruction: Applicant pays in cash directly to our Cashier, or thru Postal Money Order, Manager's or Cashier's Check, and uploads the proof of payment in the EVOSS System (https://www.evoss.ph/) <i>*If the applicant fails to pay the application/processing fee within 3 working days, ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and VFO Collecting Officer of the cancellation due to non payment.</i> <i>**For payment that is not valid, EVOSS System notifies the Applicant and ERDD thru a system generated email notification. ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and Treasury Division or Concerned Field Collecting Officer of the cancellation due to invalid payment</i> <i>***If application exceeded 11 calendar days, EVOSS System notifies the Applicant and ERDD thru a system generated email notification on the</i>	2.1. VFO Collecting Officer validates the proof of payment**	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s	Admin Officer II; Office of the Director (VFO-OD)
	2.2. VFO Collecting Officer uploads the Official Receipt and encodes the OR Number. (EVOSS System notifies the Applicant and Concerned Unit thru a system generated email notification of the uploaded Official Receipt)		1 working day/s	Admin Officer II; Office of the Director (VFO-OD)
	2.3. ERDD conducts technical evaluation of the submitted application.***EVOSS System creates the deliverable in the System (Start of Day 1 (1/11 Calendar Days)		5 calendar day/s	- Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD) - Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	2.4. VFO Director reviews the endorsed application.***		5 calendar day/s	Director III; Office of the Director (VFO-OD)
	2.5. ERDD uploads the signed and approved Safety		1 calendar day/s	Science Research



issuance of Deemed Approved Certificate If NOT QUALIFIED, ERDD disapproves the application and uploads the Disapproval Letter signed by the VFO Director. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application.	Engineer's/ Inspector's Permit.***(EVOSS System notifies the Applicant thru a system generated email notification of the Approved Safety Engineer's/ Inspector's Permit)			Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
General Remarks In compliance with Republic Act No. 11234, also known as "An Act Establishing the Energy Virtual One-Stop Shop (EVOSS) for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects," all applications for Safety Engineer's and Safety Inspector's Permits shall now be filed and processed through the EVOSS System. ----- <i>Disclaimer: The official processing timeline for EVOSS-covered services is counted in calendar days, starting from the submission of complete documentary requirements. This is based on:</i> • Section 13(a), Republic Act No. 11234: The time frame shall be counted from the submission of complete documentary requirements. • Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007: The completeness of submission triggers the start of the processing time. • This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of sixty (60) calendar days. <i>If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on EVOSS.ph for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.</i>				
Total Processing Time:		Calendar Days: 11 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 550		



2. VFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."

Office or Division:	Energy Resource Development Division (VFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Any interested individual who is a Filipino citizen, of legal age, and a bona fide resident of the area where the coal deposit is located, as duly certified by the Barangay Captain and the Local Mayor.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter addressed to VFO director and signed by the Applicant (1) Original Copy	Applicant / Client
2. Affidavit of Authenticity (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division
3. Filled out Application Form (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division
4. Survey Plans (1 mylar, 2 whiteprints) signed by a Geodetic Engineer (2) Original Copy	Applicant / Client
Remarks: Two (2) survey plans, each indicating the following: (a) the detailed mine plan; and (b) the boundaries of the landowners concerned, if applicable.	
5. Area Clearance with Technical Description (1) Photo Copy	Department of Energy - Information Technology Management Services
6. Certification of Residency (1) Original Copy	Local Government Unit - Barangay and Municipal/City
Remarks: Submit each of the following: a. Certification from Barangay Captain b. Certification from Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client
Remarks: The Work Program must contain the following details: a. Computation of Coal Reserves b. Mining Method to be used c. Projection of Daily and Annual Production Rates d. Table of Organization e. List of Mining Equipment f. Geological Map of Area Applied, Scale 1:1000	



g. Detailed Mine Plan, Scale 1:1000 h. Production Cost per metric ton i. Minimum Acceptable Market Price per metric ton				
8. Proof of Working Capital of not less than P10,000.00 (i.e., Certificate of Bank Deposit) (1) Photo Copy			Applicant / Client	
9. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy			Local Government Unit - City/Municipality Assessor's Office	
Remarks: Include the following: • Proof of authority over the area, such as photocopy of the land title or the original copy of the lease contract or deed of sale, whichever is applicable. • Land Owner's Consent with valid government-issued IDs of the landowner/s, if applicable				
10. Copy of Official Receipt or validated deposit slip for the payment of the application fee amounting to Php 1,000.00 per hectare or fraction thereof (non-refundable), processed thru Collection Monitoring System (COMS) (1) Photo Copy			Department of Energy - Visayas Field Office - Office of the Director	
For Situational Requirement				
A. Additional Requirements for Supervised Small-Scale Coal Mining Permit (SSCMP)				
A.1. Operating Agreement (1) Original Copy			Applicant / Client	
A.2. Contract of Purchase and Sale (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	• Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD) • Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	• Science Research Specialist II /



			Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Permit	1 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Permit and application documents and endorses to the Division Chief for review	2 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	• Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division	1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Permit	1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. VFO-ERDD03 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – Renewal

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."

Office or Division:	Energy Resource Development Division (VFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Small-Scale Coal Mining Permit Holders intending to renew their permits.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter addressed to VFO director and signed by the Applicant (1) Original Copy	Applicant / Client
2. Affidavit of Authenticity (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division
3. Filled out Application Form (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division
4. Survey Plans (1 mylar, 2 whiteprints) signed by a Geodetic Engineer (2) Original Copy	Applicant / Client
Remarks: Two (2) survey plans, each indicating the following: (a) the detailed mine plan; and (b) the boundaries of the landowners concerned, if applicable.	
5. Certification of Residency (1) Original Copy	Local Government Unit - Barangay and Municipal/City
Remarks: Submit each of the following: a. Certification from Barangay Captain b. Certification from Municipal/City Mayor	
6. Work Program (signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client
Remarks: The Work Program must contain the following details: a. Computation of Coal Reserves b. Mining Method to be used c. Projection of Daily and Annual Production Rates d. Table of Organization e. List of Mining Equipment f. Geological Map of Area Applied, Scale 1:1000 g. Detailed Mine Plan, Scale 1:1000 h. Production Cost per metric ton	



i. Minimum Acceptable Market Price per metric ton

7. Proof of Working Capital of not less than P10,000.00 (i.e., Certificate of Bank Deposit) (1) Photo Copy	Applicant / Client
8. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy	Local Government Unit - City/Municipality Assessor's Office
Remarks: Include the following: • Proof of authority over the area, such as photocopy of the land title or the original copy of the lease contract or deed of sale, whichever is applicable. • Land Owner's Consent with valid government-issued IDs of the landowner/s, if applicable	
9. Copy of Official Receipt or validated deposit slip for the payment of the application fee amounting to Php 1,000.00 per hectare or fraction thereof (non-refundable), processed thru Collection Monitoring System (COMS) (1) Photo Copy	Department of Energy - Visayas Field Office - Office of the Director

For Situational Requirement

A. Additional Requirements for Supervised Small-Scale Coal Mining Permit (SSCMP) – Renewal

A.1. Operating Agreement (1) Original Copy	Applicant / Client
A.2. Contract of Purchase and Sale (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	• Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD) • Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy



			Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Permit	1 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Permit and application documents and endorses to the Division Chief for review	2 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	• Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division	1 working day/s	• Administrative Officer IV; Energy Resource Development Division (VFO-ERDD)
	1.12. Notifies the applicant of the approved Permit	1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



4. VFO-ERDD04 Issuance of Certificate of Accreditation for Coal End-User (CEU)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, entities that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries must be accredited with the Department of Energy.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Visayas Field Office - Energy Resources Development Division
<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		
2. Registration Certificate <i>Any of the following:</i>		
2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy		Securities and Exchange Commission - Securities Registration Division
<i>Remarks:</i> For Partnership or Corporation. Include the Articles of Incorporation and By Laws.		
---- OR ----		
2.B. Department of Trade and Industry (DTI) (1) Certified True Copy		Department of Trade and Industry - Regional Office/Provincial Office/Negosyo Centers
<i>Remarks:</i> For Single Proprietorship		
---- OR ----		
2.C. Cooperative Development Authority (CDA) (1) Certified True Copy		Cooperative Development Authority - Registration Division
<i>Remarks:</i> For Cooperatives		
3. Business Permit (1) Certified True Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i>		



Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.				
4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy		Applicant / Client		
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy		Applicant / Client		
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
7. Photos of the coal storage facility (1) Original Copy		Applicant / Client		
Remarks: All photographs must be geotagged and shall reflect the latest date.				
8. Copy of the invoice as proof of payment of the application fee amounting to Php 10,000.00 (non-refundable) (1) Photo Copy		Department of Energy - Visayas Field Office		
Remarks: To process payment, the applicant shall submit a scanned copy of the duly accomplished and notarized Application Form (DC2025-11-0027- Annex A) to the following email addresses: vfo.admin@doe.gov.ph and vfo.erds@doe.gov.ph Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU) The Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant. Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy."				
For Situational Requirement				
A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable.				
A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy		Applicant / Client		
Remarks: Pursuant to DOE Department Circular No. DC2025-11-0027, one of the obligations of the Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.				
B. Proof of authority of the representative of the applicant, if applicable				
B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
Remarks: For corporations - submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. For cooperatives/single proprietorship - submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location:	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	Science Research Specialist I; Energy Resource Development



3rd Floor, Escario Building, 731 Escario Street, Cebu City			Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division	1 working day/s	- Administrative Officer IV; Office of the Director (VFO-OD) - Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation	1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation	5 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Certification	1 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Certification and application documents and endorses to the Division Chief for review	2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the	1 working day/s	Administrative Officer IV; Office



	Energy Resource Development Division		of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Certification	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. VFO-ERDD05 Issuance of Certificate of Accreditation for Coal End-User (CEU) – Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal End-Users intending to renew their Certificates of Accreditation.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		
2. Registration Certificate Any of the following:		
2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy		Securities and Exchange Commission - Securities Registration Division
<i>Remarks:</i> For Partnership or Corporation. Include the Articles of Incorporation and By Laws.		
---- OR ----		
2.B. Department of Trade and Industry (DTI) (1) Certified True Copy		Department of Trade and Industry - Regional Office/Provincial Office/Negosyo Centers
<i>Remarks:</i> For Single Proprietorship		
---- OR ----		
2.C. Cooperative Development Authority (CDA) (1) Certified True Copy		Cooperative Development Authority - Registration Division
<i>Remarks:</i> For Cooperatives		
3. Business Permit (1) Certified True Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i> Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.		



4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau
7. Photos of the coal storage facility (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>All photographs must be geotagged and shall reflect the latest date.</i>	
8. Copy of the invoice as proof of payment of the application fee amounting to Php 10,000.00 (non-refundable) (1) Photo Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> To process payment, the applicant shall submit a scanned copy of the duly accomplished and notarized Application Form (DC2025-11-0027- Annex A) to the following email addresses: vfo.admin@doe.gov.ph and vfo.erds@doe.gov.ph Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal The Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant. Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy."	
9. Financial Clearance (1) Photo Copy	Department of Energy - Financial Services- Conventional Energy Resources Compliance Division
For Situational Requirement	
A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable	
A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Pursuant to DOE Department Circular No. DC2025-11-0027, one of the obligations of the Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.</i>	
B. Proof of authority of the representative of the applicant, if applicable	
B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>For corporations - submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s.</i> <i>For cooperatives/single proprietorship - submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.</i>	
C. For Renewal Accreditation with Valid and Unchanged Documentary Requirements	
C.1. Sworn Certification of Validity of Previously Submitted Documents (1) Original Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> <i>In case the documentary requirements previously submitted remain valid and unchanged as of the time of application for renewal, the applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements.</i>	



Downloadable Form: <https://bit.ly/AnnexB-SwornCertification>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	- Administrative Officer IV; Office of the Director (VFO-OD) - Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation		2 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Certification		1 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Certification and application documents and endorses to the Division Chief for review		2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)



	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval		2 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents		2 working day/s	Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division		1 working day/s	Administrative Officer IV; Office of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Certification		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. VFO-ERDD06 Issuance of Coal Transport Permit (CTP)

Pursuant to the DOE Department Circular No. DC2025-11-0027, or the Guidelines on Coal Trading and Utilization, for every delivery of coal, accredited Coal Traders, Coal End-Users, and Holders of Small-Scale Coal Mining Permits shall request the issuance of a **Coal Transport Permit (CTP)** from the concerned DOE Office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of Coal Operating Contracts (COCs) under Development/Production (D/P) Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

On 02 March 2026, DOE issued an advisory regarding the Guidelines on the Issuance of Coal Transport Permits (Interim Arrangement): [DOE Signed Advisory](#).

Under this interim arrangement, COCs, SSCMPs, and CTs may request for the issuance of **up to twenty (20) CTPs** upon submission of the duly accomplished Application Form, and payment of a fee amounting to One Hundred Pesos (Php100.00) per CTP (per truck) requested. Immediately after each delivery, the requesting party shall provide the ERDB or the concerned DOE Field office with the duly accomplished CTP containing all the required data and information.

Office or Division:	Energy Resource Development Division (VFO-ERDD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All accredited Coal Traders and holders of Small-Scale Coal Mining Permits engaged in the delivery of coal.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished application form (1) Electronic Copy	Department of Energy - Visayas Field Office - Energy Resources Development Division
<i>Remarks:</i> Department Circular No. DC2025-11-0027 DC2025-11-0027_A2026-01_Annex A- Application for Coal Transport Permits (Interim Arrangement) Downloadable Form: Application for CTP (Interim Arrangement)_Annex A	
2. Copy of the invoice as proof of payment of the processing fee (1) Electronic Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> To process payment, the requesting party shall fill out the required details and upload the scanned copy of the duly accomplished Application Form (DC2025-11-0027_A2026-01_Annex A) at least seven (7) working days before the scheduled delivery with the Visayas Field Office through this link: https://forms.gle/yvF5jvNPkklEwBgS9 If complete, the Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. The corresponding payment fee shall amount to One Hundred Pesos (Php100.00) for every CTP (per truck) requested. Requests received beyond the prescribed period shall be assessed an additional late processing fee of Php 200.00/truck per delivery. Payments may be made in cash, manager's cheque, direct over-the-counter bank deposit, or via wire/bank transfer payable to the "Department of Energy."	
For Situational Requirement	
A. Additional Requirements for Subsequent Requests for Coal Transport Permits	
A.1. Proof of Utilization of Previously Issued Coal Transport Permits (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Subsequent requests for Coal Transport Permits (CTPs) shall be entertained only if at least 50% of the previously issued CTPs have been utilized.	



A.2. Comprehensive Report (1) Electronic Copy		Department of Energy - Visayas Field Office - Energy Resources Development Division		
Remarks: Submission of a comprehensive report containing all such data and information in the form required. Downloadable Form: DC2025-11-0027_A2026-01_Annex B				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documentary requirements through the provided link, with proof of payment sent via email Location: Documentary requirements shall be uploaded through this link: https://forms.gle/yvF5jvNPkddEWBgS9 Proof of payment shall be sent to: vfo.erds@doe.gov.ph Notes/Instruction: The requesting party shall file the duly accomplished application form at least seven (7) working days before the scheduled delivery with the concerned Field Office having jurisdiction over the city/municipality where the coal originates. Requests received beyond the prescribed period shall be assessed an additional late processing fee.	1.1. Reviews the documents and acknowledges receipt of the email	Possible Fees Breakdown: Late Processing Fee (per truck): PHP 200	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.2. Conducts substantial evaluation of the documents and endorses recommendation to the Supervising Science Research Specialist		2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.3. Reviews the documents and endorses the Coal Transport Permits (CTPs) to the Division Chief		2 working day/s	Supervising Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Reviews and approves the Coal Transport Permits (CTPs)		1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Emails the approved Coal Transport Permit (CTP) in .pdf form to the applicant		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees Late Processing Fee (per truck) : 200				



Legal Section (VFO-Legal)
External Services



1. VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

The Legal Clearance certifies whether an individual or entity has any pending administrative case with the Department of Energy – Visayas Field Office (DOE-VFO). It is a mandatory requirement for the issuance of certificates, permits, licenses, and other official transactions that necessitate legal clearance or verification.

Office or Division:	Legal Section (VFO-Legal)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Upstream and Downstream Oil related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. DOE Clearance of No Pending Case (DOE-VFO-QF-00) (1) Original Copy			Department of Energy Visayas Field Office - EIMD or ERDUD	
Remarks: The "DOE Clearance of No Pending Case" form shall be filled out by the designated DOE processor as part of the application review process.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Acknowledge receipt and record the details of the Legal Clearance.	None	1 hour/s	• Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
	1.2. Verification of status in the database		4 hour/s	• Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
*For Application has pending case 2.A.The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2.A.1. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS)	None	2 hour/s	• Data Encoder I / Data Encoder II / Attorney III / Attorney IV; Legal Section (VFO-Legal)
	2.A.2. Sends Order of Payment (via email), to applicant, copy to the Assessor, upon prompting from COMS.		1 hour/s	• Accounting Staff; VFO - Cashier
*For Application has NO pending case 2.B.The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2.B. Issuance of the Legal Clearance and forwarding it to the assigned processor for further processing.	None	3 hour/s	• Data Encoder I, Data Encoder II, Attorney III, Attorney IV; Legal Section (VFO-Legal)
*For Application has pending case and settlement of case 2.C.Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location:	2.C.1. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Formula Fees Breakdown: Administrative Fine for Liquid Fuels Administrative Fine for LPG Industry	3 hour/s	• Collecting Officer; VFO - Cashier



5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.	2.C.2. Update status in the database and re-verification of cases in the database		2 hour/s	Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
	2.C.3. Issuance of the Legal Clearance and forward it to the assigned processor for further processing.		1 hour/s	Data Encoder I, Data Encoder II, Attorney III, Attorney IV; Legal Section (VFO-Legal)

Total Processing Time:

*For Application has pending case	Working Days: 1 working day/s
*For Application has NO pending case	Working Days: 1 working day/s
*For Application has pending case and settlement of case	Working Days: 1 working day/s, 3 hour/s

Total Processing Fee:

*For Application has pending case	Total Standard Fee: None See other fees below
*For Application has NO pending case	Total Standard Fee: None See other fees below
*For Application has pending case and settlement of case	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Administrative Fine for Liquid Fuels

Based on the assessment of the legal section / **DC2017-11-0011:**

1. Illegal Trading: Php 10,000
2. Non Issuance of Official Receipt:
 1. First Offense: Php 50,000
 2. Second Offense: Php 100,000
 3. Third Offense: Php 200,000
3. Adulteration:
 1. First Offense: Php 200,000
 2. Second Offense: Php 300,000
4. Underdelivering: Php 10,000 per dispensing pump
5. Refusal/Obstruction of Inspection and Sampling:
 1. First Offense: Php 50,000
 2. Second Offense: Php 100,000
 3. Third Offense: Php 200,000
6. Hoarding: Php 10,000
7. Continuing to operate after an Order or Notice of cessation of operation has been issued: Php 10,000 per day of operation

• Administrative Fine for LPG Industry

Based on the assessment of the legal section / Annex L - Prohibited Acts and Penalties for Registration:

1. Section 38 (a) - Engaging in activities without the required licenses, permits and certificates:
 1. First Offense: Php 5,000 for each day of operation
 2. Second Offense: Php 10,000 for each day of operation
 3. Third Offense: Php 20,000 for each day of operation
2. Section 38 (b) - Engaging in activities with or as an unauthorized person:
 1. First Offense: Php 10,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 20,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 30,000 for every LPG pressure vessel or seal
3. Section 38 (c) - Failing to comply with the standards, requirements and guidelines:
 1. First Offense: Php 300,000; *Provided*, That for retail outlets the fine shall be Php 10,000.
 2. Second Offense: Php 500,000; *Provided*, That for retail outlets the fine shall be Php 20,000.
 3. Third Offense: Php 1,000,000; *Provided*, That for retail outlets the fine shall be Php 30,000.
4. **38 (c) (4)** - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal



2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
4. Section 38 (d) - Engaging in activities involving LPG and LPG pressure vessels that are noncompliant with the standards, requirements, and guidelines:
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
 4. **Section 38 (d) (5)** - Selling or distributing LPG-filled cylinders without a seal, with a tampered, fake, or broken seal, inappropriate or unauthorized seal, or with a seal not belonging to the trademark owner or **Section 38 (d) (14)** - Possessing illegal or fake LPG seals..
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 1,000 for every LPG cylinder.
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 4,000 for every LPG cylinder.
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 8,000 for every LPG cylinder.
5. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant:
 1. First Offense: Php 20,000.
 2. Second Offense: Php 50,000.
 3. Third Offense: Php 100,000.
 4. **Section 38 (e) (2)** - Refusing, preventing, or obstructing the inspection of its premises and records pursuant to Section 6 of the Act
 1. First Offense: Php 300,000
 2. Second Offense: Php 500,000
 3. Third Offense: Php 1,000,000
6. **Section 38 (f):**
 1. **Section 38 (f) (1)** - Destroying, tampering, altering, or modifying LPG pressure vessel through any means
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
 2. **Section 38 (f) (4)** - Adulterating LPG and **Section 38 (f) (5)** - Pilfering LPG: Php 1,000,000
7. Section 39 Underfilling:
 1. First Offense: Php 20,000 for every LPG pressure vessel.
 2. Second Offense: Php 30,000 for every LPG pressure vessel.
 3. Third Offense: Php 40,000 for every LPG pressure vessel.
8. Section 40 Illegal Refilling:
 1. First Offense: Php 25,000 for every LPG pressure vessel.
 2. Second Offense: Php 50,000 for every LPG pressure vessel.
 3. Third Offense: Php 100,000 for every LPG pressure vessel.



Budget Division (BD)
Internal Services



1. FS-BD01 Request for Service (RFS) / Purchase Request (PR)

Processing of Request for Service (RFS) / Purchase Request (PR) involves the review, evaluation, and earmarking of requests to ensure that the proposed procurement of goods, services, or infrastructure projects is with approved allotments available.

This service is essential to ensure that government funds are allocated only for authorized purposes and within approved allotments.

Office or Division:	Budget Division (BD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Approved Work and Financial Plan (1) Photo Copy			Applicant / Client	
2. Quotations (3) Original Copy			Applicant / Client	
For Situational Requirement				
A. Distribution List				
A.1. Distribution List (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>If applicable for Field Supplies / Personal Protective Equipment (PPE), etc.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare Request for Services (RFS) / Purchase Request (PR) based on programmed activities and or approved appropriations and submit approved and numbered RFS/PR together with its supporting documents Location: Department of Energy Financial Services - Budget Division 2nd floor Annex Building, Energy Center, Rizal Drive, cor. 34th st. Bonifacio Global City, Taguig City, Metro Manila	1.1. Receive RFS/PR with complete supporting documents	None	5 minute/s	• Administrative Aide VI; Budget Division (BD)
	1.2. Evaluate / Process RFS/PR as to completeness and correctness of documents and check if the programmed activities of the unit is approved and or DBM approved CO and with available allotment		5 minute/s	• Budget Officer I; Budget Division (BD)
	1.3. Review / Evaluate / Earmark Request for Services / Purchase Request		2 minute/s	• Budget Officer II; Budget Division (BD)
	1.4. Review / Analyze earmarked funds for RFS / PR		2 minute/s	• Budget Officer III; Budget Division (BD)
	1.5. Review / Recommended earmarked funds for RFS / PR		4 minute/s	• Supervising Budget Officer; Budget Division (BD)
	1.6. Approve funding allocation for RFS/PR		4 minute/s	• Chief Administrative Officer; Budget Division (BD)
	1.7. Record to outgoing logbook the signed RFS/PR		3 minute/s	• Administrative Aide VI; Budget Division (BD)



Total Processing Time:	Working Days: 25 minute/s
Total Processing Fee:	Total Standard Fee: None



2. FS-BD02 Processing of Obligation Request and Status (ORS)

Processing of Obligation Request and Status involves the evaluation and recording of Obligation Requests to confirm the availability of funds and compliance with applicable government financial rules, including the monitoring of their processing status.

This service is essential to ensure that government funds are obligated only for authorized purposes and within approved allotments.

Office or Division:	Budget Division (BD)	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	All DOE Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Obligation Request and Status (ORS) Form (1) Original Copy		Applicant / Client
For Situational Requirement		
A. Personnel Services		
Sub Situational Requirement/s		
A.a. Initial Salary of Civilian Employee		
A.a.1. Duly approved appointment (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.a.2. Assignment order (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.a.3. Oath of Office (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.a.4. Certificate of Assumption (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.a.5. Approved Daily Time Record (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.a.6. Computation (1) Original Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.b. Initial Salary of Individuals hired under Casual / Contractual		
A.b.1. Duly approved appointment (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.b.2. Certificate of Assumption (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.b.3. Approved Daily Time Record (1) Certified True Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.b.4. Computation (1) Original Copy		Department of Energy - Administrative Services - Human Resource Management Division
A.c. Salaries / Allowances / Benefits / Contributions		
A.c.1. Payroll/Computation (1) Original Copy		Department of Energy - Administrative Services - Human Resource Management



	Division
A.d. Magna Carta Benefits	
A.d.1. Certificate of Eligibility duly approved by authorized official (1) Original Copy Or (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.d.2. Payroll/Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e. Other Personnel Benefits	
A.e.1. Overtime Pay (1) Original Copy Or (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
Sub Requirement	
<i>A.e.1.A. Overtime Pay</i>	
A.e.1.A.1. Approved authority to render overtime (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.2. Payroll / Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.3. Approved Daily Time Record (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.4. Accomplishment Report (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.2. Unpaid Prior Years Personnel Benefits (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
Sub Requirement	
<i>A.e.2.A. Unpaid Prior Years Personnel Benefits</i>	
A.e.2.A.1. Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.2.A.2. Justification duly notarized (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
B. Local Travel	
Sub Situational Requirement/s	
B.a. Cash Advance	
B.a.1. Authority to Travel signed by concerned Undersecretary / Assistant Secretary (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.a.2. Approved Travel Order, duly numbered (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.a.3. Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
B.b. Reimbursement / Liquidation	
B.b.1. Authority to Travel signed by concerned Undersecretary / Assistant Secretary (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.2. Approved Travel Order, duly numbered (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.3. Actual Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
B.b.4. Certificate of Travel Completed (1) Original Copy	Applicant / Client



B.b.5. Certificate of Appearance / Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.6. Plane / Bus / Boat Tickets / Boarding Passes/Terminal Fees (1) Original Copy	Applicant / Client
B.b.7. Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed (1) Original Copy	Applicant / Client
B.b.8. For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy	Applicant / Client
B.b.9. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00 (1) Original Copy	Applicant / Client
B.b.10. For gasoline expenses incurred: (1) Original Copy	Applicant / Client
Sub Requirement	
<i>B.b.10.A. For gasoline expenses incurred:</i>	
B.b.10.A.1. Official Receipt (1) Original Copy	Applicant / Client
B.b.10.A.2. Copy of duly accomplished Vehicle Trip Ticket (1) Certified True Copy	Applicant / Client
B.b.10.A.3. Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD) (1) Certified True Copy	Applicant / Client
B.b.11. If cash advance was granted: (1) Original Copy	Applicant / Client
Sub Requirement	
<i>B.b.11.A. If cash advance was granted:</i>	
B.b.11.A.1. Copy of previously approved itinerary of travel (1) Certified True Copy	Applicant / Client
B.b.11.A.2. Liquidation Report signed by Chief Accountant (1) Original Copy	Applicant / Client
C. Foreign Travel	
Sub Situational Requirement/s	
C.a. Cash Advance	
C.a.1. Duly signed Travel Authority from the Office of the President or Authorized official (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.a.2. Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
C.a.3. Letter of Invitation (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.b. Reimbursement / Liquidation	
C.b.1. Duly signed Travel Authority from the Office of the President or Authorized official (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.b.2. Actual Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
C.b.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.b.4. Certificate of Appearance/Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client



C.b.5. Plane tickets, boarding pass (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.b.6. Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis (1) Original Copy	Applicant / Client
C.b.7. If cash advance was granted: (1) Original Copy	Applicant / Client
Sub Requirement	
<i>C.b.7.A. If cash advance was granted:</i>	
C.b.7.A.1. Copy of previously approved itinerary of travel (1) Photo Copy Or (1) Certified True Copy	Applicant / Client
C.b.7.A.2. Liquidation Report signed by Chief Accountant (1) Original Copy	Applicant / Client
D. Training Expenses	
D.1. Approved Training Order (1) Original Copy Or (1) Certified True Copy	Applicant / Client
D.2. Invitation (1) Photo Copy	Applicant / Client
D.3. Official Receipts for reimbursement (1) Original Copy	Applicant / Client
D.4. Certificate of Appearance / Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client
E. Utilities Expenses (Water and Electricity)	
E.1. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
F. Communication Expenses	
F.1. Billing Statement / Statement of Account / Official Receipt (OR) (1) Original Copy	Applicant / Client
F.2. Certification / authorization signed by authorized official (1) Original Copy	Applicant / Client
G. Extraordinary and Miscellaneous Expenses	
G.1. Certification executed by the official concerned that the amount claimed was spent for the purpose (1) Original Copy	Applicant / Client
H. Special Counsel Allowance	
H.1. Office Order / Designation / Letter of the OSG deputizing the claimant to appear in court as special counsel (1) Certified True Copy	Applicant / Client
H.2. Certificate of Appearance issued by the Office of the Clerk of Court (1) Original Copy	Applicant / Client
H.3. Certification that the cases to be attended by the lawyer personnel are directly related to the nature / function of the particular office represented (1) Original Copy	Applicant / Client
I. Salary of Individuals hired under Contract of Service (COS)	
I.1. Contract duly signed, notarized with Certificate of Availability of Funds (1) Photo Copy	Department of Energy - Administrative Services - Human Resource Management Division
I.2. Other documents as required by the contract (1) Photo Copy	Department of Energy - Administrative Services - Human Resource Management Division
J. Taxes, Duties and Licenses	
J.1. Billing Statement / Statement of Account / Official Receipt (OR) (1) Original Copy	Applicant / Client
J.2. Designation as Special Disbursing Officer (SDO)	Department of Energy - Administrative



(1) Certified True Copy		Services - Treasury Division		
K. Representation				
K.1. Official Receipt, Cash Invoice/Statement of Account (1) Original Copy		Applicant / Client		
K.2. List of Attendees/guest (1) Original Copy		Applicant / Client		
K.3. Authority to incur expenses duly approved by authorized official (1) Original Copy		Applicant / Client		
L. Petty Cash				
L.1. Petty Cash Voucher (1) Original Copy		Applicant / Client		
L.2. Requisition and Issue Slip (RIS) / Inspection and Acceptance Report (IAR) (1) Original Copy Or (1) Photo Copy		Applicant / Client		
L.3. Request for Services (1) Original Copy Or (1) Photo Copy		Applicant / Client		
L.4. Quotations (1) Original Copy Or (1) Photo Copy		Applicant / Client		
L.5. Abstract of Quotation (1) Original Copy		Applicant / Client		
L.6. Purchase Request (1) Original Copy Or (1) Photo Copy		Applicant / Client		
L.7. Certification for Emergency Purchase (1) Original Copy		Applicant / Client		
M. Contracts / Purchase Orders (PO) / Memorandum of Agreement (MOA)				
M.1. Duly signed contract / PO / MOA (1) Original Copy Or (1) Photo Copy		Applicant / Client		
Sub Requirement				
M.1.A. Duly signed contract / PO / MOA				
M.1.A.1. Other documents as required by the Contract (1) Photo Copy		Applicant / Client		
M.1.A.2. Certificate of Availability of Funds duly signed by the Chief Accountant (1) Original Copy		Applicant / Client		
M.2. Approved Job Order (if necessary) (1) Original Copy		Applicant / Client		
M.3. Bids and Awards Committee (BAC) Documents (BAC Resolution and Notice of Award) (1) Photo Copy		Applicant / Client		
M.4. Approved Purchase Request (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD Location: Department of Energy Financial Services - Budget Division 2nd floor Annex Building, Energy Center, Rizal Drive, cor. 34th st. Bonifacio Global City, Taguig City, Metro Manila	1.1. Receive ORS with complete supporting documents and record to incoming logbook for ORS	None	5 minute/s	• Administrative Aide VI; Budget Division (BD)
	1.2. Evaluate/Process ORS and its supporting documents and check for availability of funds per object of expenditures		10 minute/s	• Budget Officer; Budget Division (BD)
	1.3. Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		10 minute/s	• Budget Officer; Budget Division (BD)



	1.4. Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS) / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO)	5 minute/s	• Budget Officer; Budget Division (BD)
	1.5. Encode ORS to Payment Monitoring System	7 minute/s	• Budget Officer; Budget Division (BD)
	1.6. Review as to correctness, completeness, and availability of funds and obligated as to purpose indicated (Box B)	5 minute/s	• Budget Officer; Budget Division (BD)
	1.7. Update status of ORS	2 minute/s	• Budget Officer; Budget Division (BD)
	1.8. Recommend for approval as to correctness, completeness, and availability of funds and obligated as to purpose indicated (Box B)	6 minute/s	• Supervising Administrative Officer; Budget Division (BD)
	1.9. Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)	5 minute/s	• Chief Administrative Officer; Budget Division (BD)
	1.10. Record ORS to outgoing logbook and transmit to Accounting Division / End-user	5 minute/s	• Administrative Aide VI; Budget Division (BD)
Total Processing Time:		Working Days: 1 hour/s	
Total Processing Fee:		Total Standard Fee: None	



Accounting Division (AD)
Internal Services



1. FS-AD01 Liquidation of Cash Advances (CA) for Special Purpose / Time-Bound Undertakings and Local and Foreign Travel

This service covers the receipt, verification, and processing of liquidation documents for Cash Advances (CA) granted to officials and employees for special purpose or time-bound undertakings, as well as authorized local and foreign travel. It ensures that expenses incurred are properly supported with complete documentary requirements and recorded in accordance with existing government accounting, budgeting, and auditing rules and regulations.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012, Revised Guidelines and Documentary Requirement for Common Government Transactions.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Special Purpose/Time-Bound Undertakings	
A.1. Obligation Request and Status (1) Photo Copy	Applicant / Client
A.2. Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund (1) Certified True Copy	Applicant / Client
A.3. Bureau of Treasury issued Fidelity Bond covering cash accountability of the designated employee as Special Disbursing Officer (1) Certified True Copy	Applicant / Client
A.4. For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency (1) Certified True Copy	Applicant / Client
A.5. Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund. (1) Certified True Copy	Applicant / Client
A.6. Detailed list of expenses (1) Original Copy	Applicant / Client
A.7. Report of Disbursement (1) Original Copy	Applicant / Client
A.8. Official Receipts and supporting documents of various expenses incurred (1) Original Copy	Applicant / Client
B. Local Travel Expenses	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
<i>Remarks:</i> Do not attach if actual travel expenses are equal to or less than the cash advance	
B.2. Obligation Request and Status (1) Original Copy	Applicant / Client
<i>Remarks:</i> Do not attach if actual travel expenses are equal to or less than the cash advance	
B.3. Liquidation Report (1) Original Copy	Applicant / Client



B.4. Travel Order/Training Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
B.5. Approved actual itinerary of travel (1) Original Copy	Applicant / Client
B.6. Previously approved itinerary of travel for cash advance received (1) Original Copy	Applicant / Client
B.7. Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.8. Certificate of Appearance (1) Original Copy	Applicant / Client
B.9. Official receipts/ticket for plane fare/bus/boat/training fee (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
B.10. Boarding pass and E-ticket (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If claiming taxi fare	
B.a.1. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
B.a.2. Certified True Copy of Certificate of Residency (1) Certified True Copy	Applicant / Client
B.b. If claiming for toll fee	
B.b.1. Trip Ticket (1) Certified True Copy	Applicant / Client
B.b.2. Daily Summary of Trips (1) Certified True Copy	Applicant / Client
B.b.3. Toll fee tickets (1) Original Copy	Applicant / Client
B.b.4. If Radio Frequency Identification (RFID) was used, Statement of Account with corresponding rates per entry and exit point (1) Certified True Copy	Applicant / Client
B.b.5. If replenishment of load/top up, please attach highlighted Toll Fee Matrix, proof of load/top-up, and Reimbursement Expense Receipt (RER) for each entry / exit point. (1) Original Copy	Applicant / Client
B.c. If charter trips or special hires of Public Utility Vehicle and extra ordinary means of transportation (e.g., Habal-Habal)	
B.c.1. Prevailing rate from the municipality of places visited (1) Certified True Copy	Applicant / Client
B.c.2. Justification duly signed by Division Chief (1) Original Copy	Applicant / Client
B.c.3. Official Receipts (1) Original Copy	Applicant / Client
B.c.4. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
B.c.5. Certification of Non-Use of Government Vehicles and Non-Provision of vehicles by Contractors, clients, etc., duly noted by Division Chief (1) Original Copy	Applicant / Client
B.d. For Expenses of P300.00 or less from establishments not issuing receipts	
B.d.1. Certification of Expenses Not Requiring Receipts (CENRR) (1) Original Copy	Applicant / Client
B.e. For field guide cost	



B.e.1. justification for services of field guides, duly noted by Division Chief (1) Original Copy	Applicant / Client
B.f. If with hotel accommodation in excess of authorized Travel Rates per Executive Order No. 77	
B.f.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
B.f.2. Certificate in Excess of Authorized Travel Rates per Executive Order No. 77 (1) Original Copy	Applicant / Client
B.g. If claiming actual hotel not exceeding allowed travelling allowance per EO#77	
B.g.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
C. Foreign Travel Expenses	
C.1. Disbursement Voucher (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Do not attach if travel expenses are equal to or less than the cash advance</i>	
C.2. Obligation Request and Status (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Do not attach if travel expenses are equal to or less than the cash advance</i>	
C.3. Liquidation Report (1) Original Copy	Applicant / Client
C.4. Travel Authority, duly approved by Secretary (1) Certified True Copy	Applicant / Client
C.5. Approved actual itinerary of travel (1) Original Copy	Applicant / Client
C.6. Previously approved itinerary of travel for cash advance received (1) Certified True Copy	Applicant / Client
C.7. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.8. Certificate of Appearance (1) Certified True Copy	Applicant / Client
C.9. Official receipts/ e-ticket/boarding pass/bus/boat/training fee (affidavit of loss is not allowed) (1) Original Copy	Applicant / Client
C.10. Full copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>	
C.11. Narrative Report of trip undertaken/Report of Participation (1) Certified True Copy	Applicant / Client
Sub Situational Requirement/s	
C.a. If with plane fare	
C.a.1. Three (3) quotations from different airlines	Applicant / Client



(1) Original Copy				
C.a.2. Official receipt (1) Original Copy		Applicant / Client		
C.b. If with travel insurance				
C.b.1. Official receipts (1) Original Copy		Applicant / Client		
C.b.2. Copy of policy coverage (1) Certified True Copy		Applicant / Client		
C.c. If with Representation allowance				
C.c.1. Official receipts with detailed summary of expenses (1) Original Copy		Applicant / Client		
C.c.2. certification of the amount incurred (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: If documents submitted are incomplete, return to applicant/client for compliance.	1.1. Receive documents, record in logbook and endorse to Special Assignment Section (SAS).	None	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Attach checklist, indicate details of Cash Advance (amount, fund, Travel Order number, destination and Obligation Request and Status number, as applicable) and endorse to accountant/Administrative Officer.		30 minute/s	• Accounting Staff / Clerk; Accounting Division (AD)
	1.3. Verify completeness and propriety of the Supporting Documents.		2 working day/s	• Administrative Officer / Accountant; Accounting Division (AD)
	1.4. Identify the type of liquidation transaction to determine the appropriate next steps: a. Liquidation with refund, proceed to step 1.5 to 3.2 b. Liquidation equal to Cash Advance, proceed to step 3.3 c. Liquidation with reimbursement proceed to step 3.3		7 hour/s	• Administrative Officer / Accountant; Accounting Division (AD)
	1.5. For transactions with liquidation involving a refund, prepare an Order of Payment (OP).		1 working day/s	• Administrative Officer / Accountant; Accounting Division (AD)
2. Print OP and submit to Treasury Division (TD). Pay the amount of refund. Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: This step applies specifically to transactions with liquidation involving a refund.	2.1. Receive and check validity of Order of Payment through Collection Monitoring System (COMs).	None	30 minute/s	• Cashier; Treasury Division (TD)
	2.2. Accept payment and prepare Official Receipt (OR).		1 hour/s	• Cashier; Treasury Division (TD)
	2.3. Issue Official Receipt		30 minute/s	• Cashier; Treasury Division (TD)



3. Forward copy of the Official Receipt (OR) to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: This step applies specifically to transactions with liquidation involving a refund.	3.1. Receive copy of Official Receipt and forward to Special Assignment Section.	None	30 minute/s	Receiving Clerk; Accounting Division (AD)
	3.2. Attach copy of Official Receipt to Liquidation Report with refund.		30 minute/s	Accounting Staff / Clerk; Accounting Division (AD)
	3.3. Assign Liquidation Report number. Sign initials in Box C "Certified Supporting Document complete and Proper" of Liquidation Report. Record Liquidation Report details in the monitoring logbook.		3 hour/s	Administrative Officer / Accountant; Accounting Division (AD)
	3.4. Review processed Liquidation Report and its Supporting Documents and affix initials in Box C.		1 hour/s	Supervising Accountant (Special Assignment Section); Accounting Division (AD)
	3.5. Signs Box C of Liquidation Report		1 hour/s	Chief Accountant; Accounting Division (AD)
	3.6. Forward the Liquidation Report and Supporting Documents to the following offices: (a) Liquidation with refund and (b) Liquidation equal to Cash Advance, forward the documents to the Financial Reporting Section for booking. (b) Liquidation with reimbursement, forward the documents to Budget Division.		2 hour/s	Receiving Clerk; Accounting Division (AD)
Total Processing Time:		Working Days: 5 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. FS-AD02 Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)

This service covers the receipt, evaluation, verification, and processing of claims for cash advances and reimbursements related to the official local and foreign travel of Department personnel. It includes the review of supporting documents, validation of the travel authority and entitlements, computation of allowable travel expenses, and preparation of the necessary accounting and disbursement documents to facilitate the grant of cash advance or reimbursement of travel expenses.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012, Executive Order No. 77, and applicable internal guidelines of the agency.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Cash Advance for Local Travel	
A.1. Disbursement Voucher (1) Original Copy	Applicant / Client
A.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
A.3. Travel Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
A.4. Duly approved Itinerary of Travel (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
A.a. if taxi is to be claimed	
A.a.1. Certificate of Residency (1) Certified True Copy	Applicant / Client
A.b. If with plane fare	
A.b.1. Three (3) quotations from different airlines (1) Original Copy	Applicant / Client
A.c. If thru boat or ship	
A.c.1. Quotation for RORO fare (1) Original Copy	Applicant / Client
A.c.2. Copy of trip ticket (1) Certified True Copy	Applicant / Client
A.d. For Driver	
A.d.1. Copy of trip ticket (1) Certified True Copy	Applicant / Client
B. Cash Advance for Training outside Metro Manila	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
B.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
B.3. Approved Training Order (1) Certified True Copy	Applicant / Client
B.4. Duly approved Actual Itinerary of Travel showing place of residence (1) Original Copy	Applicant / Client



B.5. Travel Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
B.6. Complete copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If with plane fare	
B.a.1. Three (3) quotations from different airlines. (1) Original Copy	Applicant / Client
C. Reimbursement of Local Travel Expenses	
C.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.3. Travel Order/Training Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
C.4. Approved Actual Itinerary of Travel showing place of residence. (1) Original Copy	Applicant / Client
C.5. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.6. Certificate of Appearance (1) Certified True Copy	Applicant / Client
C.7. Official receipts/ticket for plane fare/bus/boat/training fee (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	
C.8. Boarding pass and e-ticket (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
C.a. If claiming taxi fare	
C.a.1. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
C.a.2. Certificate of Residency (1) Certified True Copy	Applicant / Client
C.b. If claiming for toll fee	
C.b.1. Trip Ticket (1) Certified True Copy	Applicant / Client
C.b.2. Daily Summary of Trips (1) Certified True Copy	Applicant / Client
C.b.3. Toll fee tickets (1) Original Copy	Applicant / Client
C.b.4. If Radio Frequency Identification (RFID) was used, Statement of Account with corresponding rates per entry and exit point (1) Certified True Copy	Applicant / Client
C.b.5. If replenishment of load/top up, please attach highlighted Toll Fee Matrix, proof of load/top-up, and RER for each entry/exit point. (1) Original Copy	Applicant / Client
C.c. If with hotel accommodation in excess of authorized travel rates per Executive Order No. 77	
C.c.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	



C.c.2. Certificate in Excess of Authorized Travel Rates per Executive Order No. 77 (1) Original Copy	Applicant / Client
C.d. If claiming actual hotel not exceeding allowed travelling allowance per EO#77	
C.d.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	
C.e. For expenses of P300.00 or less from establishments not issuing receipts	
C.e.1. Certificate of Expenses Not Requiring Receipts (CENRR) (1) Original Copy	Applicant / Client
C.f. If Contract of Service (COS) Employee	
C.f.1. Copy of Contract of Service. (1) Certified True Copy	Applicant / Client
C.g. If assigned as "detailed employee" by PARENT AGENCY in the Department of Energy (known as the RECEIVING AGENCY)	
C.g.1. Copy of Memorandum of Agreement (MOA) (1) Certified True Copy	Applicant / Client
C.h. If charter trips or special hires of PUV and extra ordinary means of transportation (e.g., Habal-Habal)	
C.h.1. Prevailing rate from the municipality of places visited (1) Certified True Copy	Applicant / Client
C.h.2. Justification duly signed by Division Chief (1) Original Copy	Applicant / Client
C.h.3. Official Receipts (1) Original Copy	Applicant / Client
C.h.4. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
D. Cash Advance for Foreign Travel	
D.1. Disbursement Voucher (1) Original Copy	Applicant / Client
D.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
D.3. Travel Authority, duly approved by Secretary (1) Certified True Copy	Applicant / Client
D.4. Duly approved Itinerary of Travel showing specific place of destination(s) (1) Original Copy	Applicant / Client
D.5. Complete copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>	
D.6. Daily Subsistence Allowance Rate (1) Original Copy	Applicant / Client
D.7. Exchange rate used (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
D.a. If with training fee	
D.a.1. Billing statement from the organizer (1) Original Copy	Applicant / Client
E. Reimbursement of Foreign Travel Expenses	
E.1. Disbursement Voucher (1) Original Copy	Applicant / Client



E.2. Approved Obligation Request and Status (1) Photo Copy		Applicant / Client		
E.3. Travel Authority, duly approved by the Secretary (1) Certified True Copy		Applicant / Client		
E.4. Duly approved Itinerary of Travel showing specific place of destination (s) (1) Original Copy		Applicant / Client		
E.5. Certificate of Travel Completed (1) Original Copy		Applicant / Client		
E.6. Certificate of Appearance (1) Certified True Copy		Applicant / Client		
E.7. Official receipts/e-ticket/boarding pass/bus/boat/training fee (affidavit of loss is not allowed) (1) Original Copy		Applicant / Client		
E.8. Complete copy of the invitation letter from the organizer (1) Certified True Copy		Applicant / Client		
Remarks: <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>				
E.9. Daily Subsistence Allowance Rate (1) Original Copy		Applicant / Client		
E.10. Exchange rate used (1) Original Copy		Applicant / Client		
E.11. Narrative Report of trip undertaken/Report of Participation (1) Certified True Copy		Applicant / Client		
Sub Situational Requirement/s				
E.a. If with plane fare				
E.a.1. Three (3) quotations from different airlines (1) Original Copy		Applicant / Client		
E.a.2. A justification signed by Bureau Director is needed if choosing a higher-cost airline and/or for additional baggage allowance. (1) Original Copy		Applicant / Client		
E.b. If with travel insurance				
E.b.1. Official Receipts (1) Original Copy		Applicant / Client		
E.b.2. Copy of Policy Coverage (1) Original Copy		Applicant / Client		
E.c. If with representation allowance				
E.c.1. Official receipts with detailed summary of expenses (1) Original Copy		Applicant / Client		
E.c.2. Certification of the amount incurred (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: If the documents are incomplete or if the	1.1. Receive Disbursement Voucher and its Supporting Documents and endorse it to Special Assignment Section (SAS).	None	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Identify the type of transaction to determine the appropriate next steps: a. Reimbursement – Add a note on the face of Disbursement Voucher if the payee has no outstanding Cash Advance b. Cash Advance – Prepare a		1 hour/s	• Administrative Officer / Accountant (Special Assignment Section); Accounting Division (AD)



applicant/client has an outstanding CA , return to the applicant/client for compliance.	Certification of No Outstanding Cash Advance		
	1.3. Endorse the Disbursement Voucher and its Supporting Documents to Payables Section.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.4. Evaluate/process Disbursement Voucher as to the completeness of its Supporting Documents and propriety of claim, then affix initials in Box C of Disbursement Voucher.	2 working day/s	• Accountant; Accounting Division (AD)
	1.5. Assign Disbursement Voucher number and record/encode in the Payment Monitoring System (PMS)/Index of Payment.	2 hour/s	• Accounting Staff; Accounting Division (AD)
	1.6. Review processed Disbursement Voucher and its Supporting Documents and affix initials in Box C of Disbursement Voucher.	1 hour/s	• Supervising Accountant; Accounting Division (AD)
	1.7. Certify and sign Certification of no outstanding Cash Advance and Box C of Disbursement Voucher	1 hour/s	• Chief Accountant; Accounting Division (AD)
	1.8. Record in the logbook and release/endorse processed Disbursement Voucher and its Supporting Documents to Approving Authority.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.9. Office of the approving authority receives the documents.	1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.10. Office of the approving authority reviews the Disbursement Voucher and its Supporting Documents and endorse to the Approving Authority for signature.	2 working day/s	• Staff; Any of requesting office / division
	1.11. Perform final review and sign Box D of the Disbursement Voucher.	1 working day/s	• Director; Any of requesting office / division
	1.12. Office of the approving authority returns to Accounting Division the approved Disbursement Voucher and its Supporting Documents.	1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.13. Receive and record in logbook the approved Disbursement Voucher and endorse to preparer of payment/E-MDS.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.14. Prepare E-MDS-ACIC and sign "Prepared by".	2 working day/s	• Accounting Staff; Accounting Division (AD)
	1.15. Sign "Certified correct." in the E-MDS-ACIC.	30 minute/s	• Chief Accountant; Accounting Division (AD)
	1.16. Log and forward to Treasury Division.	30 minute/s	• Accounting Staff; Accounting Division (AD)
Total Processing Time:		Working Days: 10 working day/s	



Total Processing Fee:	Total Standard Fee: None
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3. FS-AD03 Payment of Claims Other Than Travel

This service covers the receipt, evaluation, verification, and processing of claims related to utility and communication expenses; contracted-out services; payments to suppliers and contractors; consultancy services; contracts and purchase orders; infrastructure projects; inter-agency fund transfers; and payment of salaries and other personnel benefits for regular employees and Contract of Service personnel, among others.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Employees, Contract of Service (COS) Employees, Suppliers, Contractors, and/or Consultants, Other Government Units (facilitated by end-user unit)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit Circular No. 2012-001 dated June 14, 2012; Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations; Republic Act No. 12009, otherwise known as the "New Government Procurement Act," and its Implementing Rules and Regulations; internal agency guidelines; and other applicable laws, rules, and issuances relevant to the transaction.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Utilities Expenses (Water, Electricity, and Communication/Telephone)	
A.1. Disbursement Voucher (1) Original Copy	Applicant / Client
A.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
A.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
A.4. Certificate of Acceptance of services rendered (1) Original Copy	Applicant / Client
A.5. Authorization for payment (1) Original Copy	Applicant / Client
B. Janitorial / Security and other Service Provider	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
B.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
B.3. Duly signed and notarized Contract with Certificate of Availability of Funds (1) Certified True Copy	Applicant / Client
B.4. Billing Statement/Statement of Account (1) Original Copy	Applicant / Client
B.5. Duly Approved Daily Time Record (1) Original Copy	Applicant / Client
B.6. Certification of Service Rendered (1) Original Copy	Applicant / Client
B.7. Duly approved attendance sheet with total no. of hours/days worked by Individual janitors (1) Original Copy	Applicant / Client
B.8. Bids and Awards Committee (BAC) Documents (1) Certified True Copy	Applicant / Client
B.9. Authorization for payment (1) Original Copy	Applicant / Client
B.10. Bureau of Internal Revenue (BIR) Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client



C. Cash Advance (CA) for Revolving Fund for Field Project Expenses, Setting Up of Special Purpose Petty Cash / Imprest Fund	
Sub Situational Requirement/s	
C.a. Initial Cash Advance	
C.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.a.3. Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund (1) Certified True Copy	Applicant / Client
C.a.4. Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as Special Disbursing Officer (SDO) (1) Certified True Copy	Applicant / Client
C.a.5. For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency (1) Certified True Copy	Applicant / Client
C.a.6. Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund. (1) Original Copy	Applicant / Client
C.a.7. For Field Offices' (FOs) Cash Advance, memo request for transfer of funds and approved Budget for Current Operating Expenses (COE) (1) Original Copy	Applicant / Client
C.b. Replenishment of Petty Cash	
C.b.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.b.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.b.3. Report on Paid Petty Cash Vouchers (RPPCV) (1) Original Copy	Applicant / Client
C.b.4. Duly accomplished and approved Petty Cash Vouchers (PCVs) (1) Original Copy	Applicant / Client
C.b.5. Approved Purchase Request with certificate of Emergency Purchase, if necessary (1) Original Copy	Applicant / Client
C.b.6. Bills, receipts, sales invoices (1) Original Copy	Applicant / Client
C.b.7. Certificate of Expense not Requiring Receipt (CERR) or Reimbursement Expense Receipts (RER), if applicable (1) Original Copy	Applicant / Client
C.b.8. Inspection and Acceptance Report (IAR) or Certificate of Inspections and Acceptance (1) Original Copy	Applicant / Client
C.b.9. Pre-/Post-Repair Inspection Report (1) Original Copy	Applicant / Client
C.b.10. Waste Material Report (WMR) in case of replacement/repair (1) Original Copy	Applicant / Client
C.b.11. Approved trip ticket, for gasoline/fuel, together with parking and toll fee receipts, if any (for government vehicles only) (1) Original Copy	Applicant / Client
C.b.12. Canvass from at least 3 suppliers, except for purchases made while on official travel (1) Original Copy	Applicant / Client
C.b.13. Summary/Abstract of Canvass (1) Original Copy	Applicant / Client



C.b.14. Inventory Custodian Slip (ICS) for semi-expendable items (1) Certified True Copy	Applicant / Client
C.c. Replenishment of Field Offices' Cash Advances	
C.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.c.3. Memo request for replenishment of funds (1) Original Copy	Applicant / Client
C.c.4. Report of Checks Issued (RCI) (1) Original Copy	Applicant / Client
C.c.5. Cash in Bank Register (CBReg) (1) Original Copy	Applicant / Client
C.c.6. Tax Remittance Advice (TRA), if any (1) Photo Copy	Applicant / Client
D. Job Order for Repair and Maintenance	
D.1. Disbursement Voucher (1) Original Copy	Applicant / Client
D.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
D.3. Duly signed Purchase Order (1) Original Copy	Applicant / Client
D.4. Pre-repair Evaluation/Inspection Report (1) Original Copy	Applicant / Client
D.5. Approved Job Order Request (1) Original Copy	Applicant / Client
D.6. Bids and Awards Committee (BAC) Resolution, Notice of Award and Notice to Proceed and other Bids and Awards Committee (BAC) documents (1) Original Copy	Applicant / Client
D.7. Warranty Certificate, if applicable (1) Original Copy	Applicant / Client
D.8. Certificate of Acceptance of services rendered (1) Original Copy	Applicant / Client
D.9. Authorization for Payment (1) Original Copy	Applicant / Client
D.10. Billing / Invoice (1) Original Copy	Applicant / Client
D.11. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
E. Discretionary / Representation / Conference / Entertainment and Meeting Expense	
E.1. Disbursement Voucher (1) Original Copy	Applicant / Client
E.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
E.3. Official Receipt, Cash Invoice/Statement of Account (1) Original Copy	Applicant / Client
E.4. List of Attendees/guest (1) Original Copy	Applicant / Client
E.5. Purpose of the expense (1) Original Copy	Applicant / Client
E.6. Authority to incur expenses duly approved by authorized official (1) Original Copy	Applicant / Client
E.7. Bids and Awards Committee (BAC) documents, if applicable (1) Original Copy	Applicant / Client



E.8. Approved Purchase Request, if applicable (1) Original Copy	Applicant / Client
E.9. Certificate of expense by the official concerned (for discretionary) (1) Original Copy	Applicant / Client
E.10. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
F. Gasoline / Fuel / Oil / Lubricants	
F.1. Disbursement Voucher (1) Original Copy	Applicant / Client
F.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
F.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
F.4. Vehicle Trip Ticket (1) Original Copy	Applicant / Client
F.5. Requisition & Issue Slip (1) Original Copy	Applicant / Client
F.6. Certification of Acceptance of Goods Aailed (1) Original Copy	Applicant / Client
F.7. Detailed Summary of Fuel Fillings together with the transaction receipts (1) Original Copy	Applicant / Client
F.8. Authorization for payment (1) Original Copy	Applicant / Client
G. Contracts / Purchase Orders / Contract of Consultancy / Infrastructure Project	
G.1. Disbursement Voucher (1) Original Copy	Applicant / Client
G.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
G.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
G.4. Contract with Certificate of Availability of Funds (1) Original Copy	Applicant / Client
G.5. Bids and Awards Committee (BAC) Documents (1) Original Copy	Applicant / Client
G.6. Authorization for Payment (1) Original Copy	Applicant / Client
G.7. Certificate of Acceptance of goods delivered/ services rendered (1) Original Copy	Applicant / Client
G.8. Delivery Receipts (1) Original Copy	Applicant / Client
G.9. Approved Purchase Request (1) Original Copy	Applicant / Client
G.10. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
G.11. Other documents as required by the contract (1) Original Copy	Applicant / Client
H. Inter-Agency Fund Transfers	
H.1. Disbursement Voucher (1) Original Copy	Applicant / Client
H.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
H.3. Copy of duly approved MOA/Trust Agreement or its equivalent (1) Original Copy	Applicant / Client



H.4. Copy of Approved Program of Work (for infrastructure project) (1) Certified True Copy	Applicant / Client
H.5. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure) (1) Certified True Copy	Applicant / Client
H.6. Certification by the Chief Accountant that funds previously transferred have been liquidated and accounted for in the books (1) Original Copy	Applicant / Client
H.7. Copy of the Official Receipt (OR) / electronic Official Receipt (eOR) / Acknowledge Receipt (AR) or equivalent issued by the Implementing Agency (IA) to Department of Energy (DOE) acknowledging receipt of funds transferred (for post-audit activities) (1) Original Copy	Applicant / Client
H.8. Official Receipt (OR) / electronic Official Receipt (OR) / Acknowledge Receipt (AR) or equivalent from Implementing Agency (IA), if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) (1) Original Copy	Applicant / Client
H.9. Acknowledgement Receipt for those recipients of research fund (1) Original Copy	Applicant / Client
H.10. Copy of Transfer Certificate of Title of the land where the project will be built and a certification from the IA that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way (1) Original Copy	Applicant / Client
I. Salary of Individuals hired under Contract of Service (COS)	
I.1. Disbursement Voucher (1) Original Copy	Applicant / Client
I.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
I.3. Contract duly signed, notarized with Certificate of Availability of Funds (1) Certified True Copy	Applicant / Client
I.4. Accomplishment Report and Approved Daily Time Record (1) Certified True Copy	Applicant / Client
I.5. Certificate of Acceptance of Accomplishment Report (1) Original Copy	Applicant / Client
I.6. Other documents as required by the contract (1) Original Copy	Applicant / Client
J. Salaries	
Sub Situational Requirement/s	
J.a. First/Initial Salary	
J.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.a.3. Duly approved appointment (1) Certified True Copy	Applicant / Client
J.a.4. Assignment order, if applicable (1) Certified True Copy	Applicant / Client
J.a.5. Oath of Office (1) Certified True Copy	Applicant / Client
J.a.6. Certificate of Assumption (1) Certified True Copy	Applicant / Client
J.a.7. Statement of Assets, Liabilities and net Worth (1) Certified True Copy	Applicant / Client
J.a.8. Approved DTR (1) Certified True Copy	Applicant / Client



J.a.9. BIR withholding certificates (Forms 1902 and 2316) (1) Certified True Copy	Applicant / Client
J.a.10. Payroll information on New Employee (1) Certified True Copy	Applicant / Client
J.a.11. Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms (1) Certified True Copy	Applicant / Client
J.b. Additional Requirement for Transferee	
J.b.1. Clearance from money, property and legal accountabilities from the previous office (1) Certified True Copy	Applicant / Client
J.b.2. Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office (1) Certified True Copy	Applicant / Client
J.b.3. Certificate of leave credits (1) Certified True Copy	Applicant / Client
J.b.4. Service Records (1) Certified True Copy	Applicant / Client
J.c. Salary of Casual/Contractual Personnel, Charged to Personnel Services	
J.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.c.3. Contract/appointment (for first claim) (1) Certified True Copy	Applicant / Client
J.c.4. Copy of Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by CSC (for first claim) (1) Certified True Copy	Applicant / Client
J.c.5. Certification by Personnel Officer that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim) (1) Certified True Copy	Applicant / Client
J.c.6. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.c.7. Certificated of Assumption of Duty for first salary (1) Certified True Copy	Applicant / Client
J.d. Salary Differentials due to Promotion and/or Step Increment	
J.d.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.d.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.d.3. Approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase (1) Certified True Copy	Applicant / Client
J.d.4. Certificate of Assumption (1) Certified True Copy	Applicant / Client
J.d.5. Approved Daily Time Record (DTR) or certification that the employee has not incurred leave without pay (1) Certified True Copy	Applicant / Client
J.e. Last Salary	
J.e.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.e.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.e.3. Clearance from money, property and legal Accountabilities (1) Certified True Copy	Applicant / Client



J.e.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.e.5. Authority to deduct accountabilities, if any (1) Original Copy	Applicant / Client
J.f. Salary due to heirs of deceased employee	
J.f.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.f.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.f.3. Clearance from money, property and legal Accountabilities (1) Certified True Copy	Applicant / Client
J.f.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.f.5. Authority to deduct accountabilities, if any (1) Original Copy	Applicant / Client
J.f.6. Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable (1) Certified True Copy	Applicant / Client
J.f.7. Marriage Certificate issued by PSA, if applicable (1) Certified True Copy	Applicant / Client
J.f.8. Birth Certificates of surviving legal heirs issued by PSA (1) Certified True Copy	Applicant / Client
J.f.9. Designation of next-of-kin (1) Original Copy	Applicant / Client
J.f.10. Waiver of rights of children 18 years and above (1) Original Copy	Applicant / Client
J.g. Salary during Maternity Leave	
J.g.1. Approved Application for Leave (1) Certified True Copy	Applicant / Client
J.g.2. Maternity Leave Clearance (1) Certified True Copy	Applicant / Client
J.g.3. Medical certificate for maternity leave (1) Certified True Copy	Applicant / Client
J.g.4. Certification as Solo Parent (for additional 15 days paid leave) (1) Original Copy	Applicant / Client
J.h. General Claims through the Automated Teller Machine (ATM)	
J.h.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.h.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.h.3. Approved Payroll (1) Original Copy	Applicant / Client
J.h.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
J.h.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
J.h.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K. Allowances, Honoraria and Other Forms of Compensation	
Sub Situational Requirement/s	
K.a. Personnel Economic Relief Allowance (PERA)	
K.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client



K.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.a.3. Approved Payroll (1) Original Copy	Applicant / Client
K.a.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.a.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.a.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.b. Representation and Transportation Allowance (RATA) -For Individual Claims	
K.b.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.b.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.b.3. Copy of Office Order / Appointment (1st Payment) (1) Certified True Copy	Applicant / Client
K.b.4. Certification that the official / employee did not use / assign government vehicle (1) Original Copy	Applicant / Client
K.b.5. Certificate or report of service rendered or Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.c. Representation and Transportation Allowance (RATA) - For General Claims	
K.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.c.3. Approved Payroll (1) Original Copy	Applicant / Client
K.c.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.c.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.c.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.d. Clothing/Uniform Allowance - For Individual Claims	
K.d.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.d.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.d.3. Approved appointment of new employees (1) Certified True Copy	Applicant / Client
K.d.4. Certificate of Assumption (for new employees and those on leave without pay) (1) Certified True Copy	Applicant / Client
K.d.5. Certificate of non-payment from previous agency, for transferees (1) Original Copy	Applicant / Client
K.e. Clothing/Uniform Allowance - For General Claims	
K.e.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.e.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.e.3. Approved Payroll (1) Original Copy	Applicant / Client



K.e.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.e.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.e.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.f. Subsistence and Laundry Allowance - For Individual Claims	
K.f.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.f.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.f.3. Authority for entitlement to collect the benefit approved by Agency Head (1) Certified True Copy	Applicant / Client
K.f.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.g. Subsistence and Laundry Allowance - For General Claims	
K.g.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.g.2. Obligation Request and Status (1) Photo Copy	Applicant / Client
K.g.3. Payroll of personnel entitled to claim (1) Original Copy	Applicant / Client
K.g.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.g.5. Authority to collect (for initial claim) (1) Original Copy	Applicant / Client
K.g.6. Approved E-MDS-ACIC (1) Original Copy	Applicant / Client
K.g.7. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.h. Productivity Enhancement Incentive (PEI) - For Individual Claims	
K.h.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.h.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.h.3. Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory (1) Original Copy	Applicant / Client
K.h.4. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Applicant / Client
K.i. Productivity Enhancement Incentive (PEI) - For General Claims	
K.i.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.i.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.i.3. Productivity Enhancement Incentive (PEI) Payroll (1) Original Copy	Applicant / Client
K.i.4. List of personnel dismissed within the year (1) Original Copy	Applicant / Client
K.i.5. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Applicant / Client
K.i.6. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Applicant / Client



K.i.7. Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.i.8. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.j. Special Counsel Allowance	
K.j.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.j.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.j.3. Office Order/Designation/Letter of Office of the Solicitor General (OSG) deputizing the claimant to appear in court as special counsel (1) Original Copy	Applicant / Client
K.j.4. Certificate of Appearance issued by Clerk of Court (1) Original Copy	Applicant / Client
K.j.5. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the office represented (1) Original Copy	Applicant / Client
K.j.6. Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriations Act (GAA) of the amount per month (1) Original Copy	Applicant / Client
K.k. Bids and Awards Committee (BAC) Honoraria	
K.k.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.k.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.k.3. Payroll (1) Original Copy	Applicant / Client
K.k.4. Office Order creating and designating the BAC composition and authorizing members to collect honoraria (1) Certified True Copy	Applicant / Client
K.k.5. Minutes of Bids and Awards Committee (BAC) Meeting (1) Certified True Copy	Applicant / Client
K.k.6. Notices of Award to the winning bidders of procurement activity being claimed (1) Certified True Copy	Applicant / Client
K.k.7. Certification that the procurement involves competitive bidding (1) Original Copy	Applicant / Client
K.k.8. Attendance sheet listing names of attendees of BAC meeting (1) Certified True Copy	Applicant / Client
K.k.9. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant 2.7.6 to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof (1) Original Copy	Applicant / Client
K.l. Hazard Pay for Science and Technology Personnel	
K.l.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.l.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.l.3. Approved Payroll (1) Original Copy	Applicant / Client
K.l.4. Approved Payroll Register (1) Original Copy	Applicant / Client
K.l.5. Approved E-MDS-ACIC (1) Original Copy	Applicant / Client
K.l.6. Approved We-Access Transaction Reference	Applicant / Client



(1) Original Copy	
K.l.7. Computation for entitlement of benefits (1) Original Copy	Applicant / Client
K.l.8. Certificate of Eligibility (1) Certified True Copy	Applicant / Client
K.m. Overtime Pay	
K.m.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.m.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.m.3. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1) Certified True Copy	Applicant / Client
K.m.4. Overtime work program (1) Original Copy	Applicant / Client
K.m.5. Quantified Overtime accomplishment duly signed by the employee and supervisor (1) Original Copy	Applicant / Client
K.m.6. Certificate of service or duly approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.n. Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG) - For Individual Claims	
K.n.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.n.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.n.3. Clearance from money, property and legal accountabilities (retiree) (1) Certified True Copy	Applicant / Client
K.n.4. Certification that the employee is qualified to receive the MYB/YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 and 2017-02 dated May 8, 2017 (1) Original Copy	Applicant / Client
K.n.5. Certificate of Assumption to Office (for new employee/transferee) (1) Certified True Copy	Applicant / Client
K.n.6. Certificate of non-payment from previous agency (for transferee) (1) Original Copy	Applicant / Client
K.o. Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG) - For General Claims	
K.o.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.o.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.o.3. Approved Payroll (1) Original Copy	Applicant / Client
K.o.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.o.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.o.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.p. Terminal Leave Benefits	
K.p.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.p.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.p.3. Clearance from money, property and legal accountabilities (1) Certified True Copy	Applicant / Client



K.p.4. Certified photocopy of employee's leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by Admin/Human Resource Management Division (1) Certified True Copy	Applicant / Client
K.p.5. Approved Leave Application (1) Certified True Copy	Applicant / Client
K.p.6. Complete Service Record (1) Certified True Copy	Applicant / Client
K.p.7. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Applicant / Client
K.p.8. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary from the last appointment is not the highest (1) Certified True Copy	Applicant / Client
K.p.9. Computation of terminal leave benefits duly signed/certified by the accountant (1) Original Copy	Applicant / Client
K.p.10. Applicant's authorization (in affidavit form) to deduct all financial obligations with the agency (1) Certified True Copy	Applicant / Client
K.p.11. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) (1) Original Copy	Applicant / Client
K.p.12. In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1) Certified True Copy	Applicant / Client
K.q. Additional requirements in case of death of claimant	
K.q.1. Death Certificate issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.2. Marriage Certificate issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.3. Birth Certificate of all surviving legal heirs issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.4. Designation of next-of-kin (1) Original Copy	Applicant / Client
K.q.5. Waiver of rights of children 18 years and above (1) Original Copy	Applicant / Client
K.r. Monetization of Leave Credits	
K.r.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.r.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.r.3. Approved leave application with leave credit balance certified by Human Resource Management Division (HRMD) (1) Original Copy	Applicant / Client
K.r.4. Request for monetization of leave covering more than 10 days duly approved by agency head (1) Original Copy	Applicant / Client
K.s. For Monetization of 50 percent or more	
K.s.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.s.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.s.3. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1) Certified True Copy	Applicant / Client



K.s.4. Barangay Certification in case of need for financial assistance brought about by calamities, typhoon, fire, etc. (1) Certified True Copy	Applicant / Client
K.s.5. Justification on financial needs for the education of employee or children (1) Original Copy	Applicant / Client
K.t. Loyalty Cash Award/Incentive - For General Claims	
K.t.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.t.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.t.3. Service Record (1) Certified True Copy	Applicant / Client
K.t.4. Certificate of non-payment from previous office (for transferee) (1) Certified True Copy	Applicant / Client
K.t.5. Certification from HRMD that the claimant has not incurred more than 50 days of vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be (1) Certified True Copy	Applicant / Client
K.u. Collective Negotiation Agreement (CNA) Incentive	
K.u.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.u.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.u.3. Resolution signed by both parties incorporating the guidelines/criteria for granting Collective Negotiation Agreement (CNA) incentive (1) Certified True Copy	Applicant / Client
K.u.4. Copy of Collective Negotiation Agreement (CNA) payroll (1) Original Copy	Applicant / Client
K.u.5. Comparative statement of Department of Budget and Management (DBM) approved level of operating expenses and actual operating expenses (1) Certified True Copy	Applicant / Client
K.u.6. Certification issued by the Agency Head on the total amount of unencumbered savings generated from the cost-cutting measures identified in Collective Negotiation Agreement (CNA) which resulted from the joint efforts of labor and management and systems/productivity/income improvement (1) Certified True Copy	Applicant / Client
K.u.7. Proof that the planned programs/activities/ projects have been implemented and completed in accordance with targets for the year (1) Certified True Copy	Applicant / Client
K.v. Extraordinary and Miscellaneous Expenses	
K.v.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.v.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.v.3. Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the General Appropriations Act (GAA) (1) Original Copy	Applicant / Client
K.v.4. Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the General Appropriations Act (GAA) (1) Original Copy	Applicant / Client
K.v.5. Minutes of meeting if used for the purpose of meetings, seminars and conferences (1) Original Copy	Applicant / Client
K.v.6. Attendance Sheet (1) Original Copy	Applicant / Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: a. If documents submitted are incomplete, return to applicant/client for compliance. b. If mode of payment is through check, forward the approved Disbursement Voucher (DV) to Treasury Division. c. If payment requires a copy of the Official Receipt/Acknowledgement Receipt/Provisional Receipt, and applicant/client has not yet attached it to the Disbursement Voucher (DV), inform the applicant/client for compliance.	1.1. Receive Disbursement Voucher (DV) and its Supporting Documents (SDs), record in the incoming logbook and endorse to Payables Section.	None	1 hour/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Evaluate / process Disbursement Voucher (DV) as to the completeness of required documents and propriety of claim.		2 working day/s	• Accountant; Accounting Division (AD)
	1.3. Compute for applicable withholding taxes and/or penalty and other deductions, if any. Then, affix initials on box C of Disbursement Voucher (DV)		1 working day/s	• Accountant; Accounting Division (AD)
	1.4. Assign DV number and record/ encode in the Payment Monitoring System/ Index of Payment and forward to Supervising Accountant.		6 hour/s	• Accounting Clerk,; Accounting Division (AD)
	1.5. Review processed Disbursement Voucher (DV) and its Supporting Documents (SDs) and affix initials in Box C of Disbursement Voucher (DV).		2 working day/s	• Supervising Accountant, Payables Section; Accounting Division (AD)
	1.6. Certify and sign Box C of Disbursement Voucher (DV).		1 working day/s	• Chief Accountant; Accounting Division (AD)
	1.7. Record in the logbook and release/endorse processed Disbursement Voucher (DV) and its Supporting Documents (SDs) to Approving Authority.		1 hour/s	• Receiving Clerk; Accounting Division (AD)
	1.8. Office of the approving authority receives the documents.		1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.9. Office of the approving authority reviews the Disbursement Voucher (DV) and its Supporting Documents (SDs) and endorse to the Approving Authority for signature.		3 working day/s	• Staff; Any of requesting office / division
	1.10. Perform final review and sign Box D of the Disbursement Voucher (DV).		2 working day/s	• Director; Any of requesting office / division
	1.11. Office of the approving authority returns to Accounting Division (AD) the approved Disbursement Voucher (DV) and its Supporting Documents (SDs).		1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.12. Receive and record in logbook the approved Disbursement Voucher (DV) and endorse to preparer of payment/E-MDS/LDDAP-ADA		1 hour/s	• Receiving Clerk,; Accounting Division (AD)
	1.13. Prepare E-MDS-ACIC/LDDAP-ADA and sign "Prepared by".		6 working day/s	• Accounting Staff; Accounting Division (AD)



	1.14. Sign "Certified correct:" in the E-MDS-ACIC.		6 hour/s	• Chief Accountant; Accounting Division (AD)
	1.15. Log and forward to Treasury Division (TD).		1 hour/s	• Receiving Clerk; Accounting Division (AD)
Total Processing Time:		Working Days: 21 working day/s		
Total Processing Fee:		Total Standard Fee: None		



General Legal Services Division (GLSD)
Internal Services



1. LS-GLSD02 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)

This Certification serves as proof whether a requesting employee or official of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting DOE personnel has no pending administrative case before allowing him/her to travel to foreign countries or to permanently leave his/her DOE office through leave, resignation, retirement, end of term, transfer, or others.

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Officials and Regular/Permanent, Coterminous Employees of the Department of Energy			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Situational Requirement				
A. For Travel				
A.1. Travel Authority or Invitation Letter (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Human Resource Management Division	
B. For Clearance				
B.1. Department of Energy Clearance Form (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 documentary requirements, as the case may be through either of the following: a. Walk-in b. Email Location: a) Walk-in: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy b) Email: glsd@doe.gov.ph	1.1. Receive and evaluate the completeness of documents. Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None. Draft Certification indicating the result of the verification, and assign control number. 1.2. The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.	None	1 working day/s 2 working day/s	- Legal Assistant II; General Legal Services Division (GLSD) - Division Chief, General Legal Service Division or Director, Legal Services; General Legal Services Division (GLSD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Administrative Services (AS)
Internal Services



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		



General Services Division (GSD)
Internal Services



1. AS-GSD02 Request for Audio-Visual Room (AVR) Reservation

The Audio-Visual Room (AVR) reservation process allows Bureaus, Services, and Offices to book the AVR for meetings, presentations, seminars, or training sessions that require multimedia equipment. Reservations ensure proper scheduling and availability of the room and its facilities.

Office or Division:	General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	DOE Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Services (RFS) Form (1) Original Copy			Department of Energy - General Services Division – Engineering and Maintenance Section (EMS)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request availability of AVR at GSD and have a preschedule booking Location: Basement, Department of Energy Main Building	1. Check availability of AVR	None	1 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
2. Prepare and submit duly accomplished Request for Services (RFS) to GSD Location: Basement, Department of Energy Main Building	2.1. Receive and Numbering of duly accomplished RFS from End-User	None	2 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	2.2. Approval of RFS by GSD Chief and Administrative Services (AS) Director		10 minute/s	- Chief Administrative Officer; General Services Division (GSD) - Director; AS, Office of the Director
	2.3. Approved RFS will be forwarded to the End-User and to the concerned AVR personnel		5 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
Total Processing Time:		Working Days: 18 minute/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-GSD03 Request for Service Vehicle (GSD Pooled)

The service vehicle request process allows employees to book a pooled vehicle from the General Services Division (GSD) for official travel or transport needs. This ensures proper scheduling, availability, and efficient use of department vehicles.

Office or Division:	General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Department of Energy Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly Accomplished Trip Ticket (1) Original Copy			Department of Energy - General Services Division- Staff Support Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished Trip Ticket Location: Basement, Department of Energy Main Building	1.1. Check availability of service vehicle	None	5 minute/s	• Administrative Officer II; General Services Division (GSD)
	1.2. Trip Ticket for approval of GSD Chief and AS Director		10 minute/s	• Chief Administrative Officer; General Services Division (GSD) • Director; AS, Office of the Director
	1.3. Approved service vehicle Trip Ticket ready for pick-up		5 minute/s	• Administrative Officer II; General Services Division (GSD)
Total Processing Time:		Working Days: 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		



3. AS-GSD04 Request of Repair and Maintenance Services (Thru Petty Cash)

This process covers minor repair and maintenance services that can be funded through petty cash. It ensures timely resolution of small-scale issues such as equipment fixes, minor facility repairs, and other urgent maintenance needs without going through lengthy procurement procedures.

Office or Division:	General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Department of Energy Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Services (RFS) Form (1) Original Copy			Department of Energy - General Services Division – Engineering and Maintenance Section (EMS)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Prepare and submit duly accomplished Request for Services Location: Basement, Department of Energy Main Building	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.2. Inspection and preparation of scope of works		2 hour/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.3. Canvass of spare parts and/ or services		4 hour/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.4. Preparation of documents to be submitted to Treasury Division		45 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.5. Review all documents prepared for submission to the Treasury Division		15 minute/s	Chief Administrative Officer; General Services Division (GSD)
	1.6. Purchase of materials and/ or services		3 hour/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-GSD05 Request of Repair and Maintenance Services (Thru BAC Procurement)

This process involves requesting repair and maintenance services that require formal procurement through the Bids and Awards Committee (BAC). It is used for major repairs or services exceeding petty cash limits, ensuring compliance with procurement laws and proper documentation

Office or Division:	General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Department of Energy Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Services (RFS) Form (1) Original Copy			Department of Energy - General Services Division – Engineering and Maintenance Section (EMS)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Prepare and submit duly accomplished Request for Services (RFS) Location: Basement, Department of Energy Main Building	1.1. Receive and Numbering of duly accomplished RFS from End-User	None	5 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.2. Inspection and preparation of scope of works		2 hour/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.3. Canvass of spare parts and/ or services		4 hour/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.4. Preparation of documents for submission to BAC		1 hour/s, 30 minute/s	Administrative Assistant II, Administrative Assistant III; General Services Division (GSD)
	1.5. Review all documents prepared for submission to BAC		30 minute/s	Chief Administrative Officer; General Services Division (GSD)
Total Processing Time:		Working Days: 1 working day/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		



5. AS-GSD06 Request for Supplies and Materials

This process allows employees to request office supplies, consumables, and other necessary materials to support daily operations. It ensures proper documentation, approval, and timely provision of requested items.

Office or Division:	General Services Division (GSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Department of Energy Employees			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Requisition Issue Slip (1) Original Copy			Department of Energy - General Services Division- Supply and Property Management Section (SPMS)	
<i>Remarks:</i> Department of Energy Employees				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-User prepares and submits duly accomplished Requisition and Issue Slip (RIS) Location: Basement, Department of Energy Main Building	1.1. Receives the approved RIS of supplies and materials requested	None	5 minute/s	Administrative Aide II, Supply Officer I; General Services Division (GSD)
	1.2. Checks the stocks based on the Annual Procurement Plan (APP) and verifies whether request supply and materials are available or not in the warehouse		5 minute/s	Administrative Aide II, Supply Officer I; General Services Division (GSD)
	1.3. Prepares the supplies and materials for issuance to end user based on the approved RIS		15 minute/s	Administrative Aide II, Supply Officer I; General Services Division (GSD)
	1.4. Releases the supplies and materials for issuance to end user		15 minute/s	Administrative Aide II, Supply Officer I; General Services Division (GSD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		



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)
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



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 HRMPSTB 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 (UCELSLSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSLSD)	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-HRMPSTB 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



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)				



Treasury Division (TD)
Internal Services



1. AS-TD06 Request for Petty Cash

Release of petty cash (cash advance) to cover small, recurring operating expenses to ensure uninterrupted operations of the Bureau/Division.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	DOE Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly accomplished Petty Cash Voucher (PCV) (1) Original Copy			Applicant / Client	
<i>Remarks:</i> For petty cash requests for common supplies, please log in to the Petty Cash Fund Management System at 10.20.75.79/login. For petty cash requests for the maintenance and repair of motor vehicles, please proceed to the Motorpool Section of the DOE–General Services Division.				
2. Certificate of Emergency (1) Original Copy			Applicant / Client	
<i>Remarks:</i> The Certificate of Emergency template for petty cash requests for common supplies is available in the Petty Cash Fund Management System at 10.20.75.79/login.				
3. Justification for Emergency Purchase/Repair (1) Original Copy			Applicant / Client	
<i>Remarks:</i> The justification for emergency purchase or repair must be approved by the Service/Bureau Director of the requesting unit.				
4. Summary/Abstract of Canvass (1) Original Copy			Applicant / Client	
<i>Remarks:</i> The summary/abstract of canvass must be duly noted by a senior officer of the requesting unit.				
5. Canvassess/Quotations from at least three (3) suppliers (1) Original Copy			Department of Energy - GSD-Supply	
6. Purchase Request (PR)/Request For Services (RFS) <i>Any of the following:</i>				
6.A. Purchase Request (for common supplies) (1) Original Copy			Department of Energy - GSD-Supply Section	
---- OR ----				
6.B. Request For Services (for repair of motor vehicle) (1) Original Copy			Department of Energy - GSD-Motorpool Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit the Petty Cash Voucher (Box A), duly approved by the end-user's Service/Bureau Director or Division Chief, together with the corresponding documents. Location: Disbursement Section, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: PCVs with incomplete documentation shall be returned to the end-user for completion.	1.1. Receive and check the PCV and its supporting documents	None	3 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.2. Determine and compute the applicable Value-Added Tax and/or Expanded Withholding Tax to be deducted from the gross amount.		5 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.3. Verify the completeness of the documents		3 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.4. Release the petty cash		10 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
2. Receive the Petty Cash and sign on the PCV. Location: Disbursement Section, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: Petty cash advances shall be liquidated within five (5) calendar days from receipt thereof. To effect liquidation, the end-user shall submit the following complete and duly accomplished documents to the Petty Cash Custodian: - Sales Invoice, Collection Receipt, and Delivery Receipt, with inspection remarks duly noted by the GSD-Supply; - BIR Form No. 2307 issued by the Accounting Division; - Requisition and Issue Slip (RIS) issued by GSD; - Inspection and Acceptance Report (IAR)/Certificate of Acceptance issued by GSD; - Pre-repair and Post-inspection Reports issued by GSD (applicable to motor vehicle repairs only); and - Waste Material Report issued by GSD.	2.1. Photocopy the signed PCV and all relevant supporting documents for the end-user's reference copy, liquidation, and filing purposes	None	2 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	2.2. Release the end-user's copy of the PCV		2 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
Total Processing Time:		Working Days: 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-TD07 Disbursement of Provident Benefits and Loan Proceeds

Release of provident fund benefits and loan proceeds to provident fund members/employees.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Provident Fund Members			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly approved provident disbursement voucher (DV) (1) Original Copy			Department of Energy - Administrative Service - Human Resource Maagement Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Provident Disbursement Voucher (DV) Location: Window 5, Receiving Counter, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: The crediting of provident disbursement voucher to the employees' account will be processed within 2 to 5 hours after the Agency Countersigning Official approves the WeAccess transaction.	1.1. Receive and verify the completeness of the Provident Disbursement Voucher (DV)	None	3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Encode the DV in the Check Monitoring System (CMS)		5 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.3. Log the DV in the Monitoring Excel Sheet and assign the corresponding check number		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.4. Create a WeAccess transaction for the DV		5 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.5. Verify and validate the entries in the CMS against the DV and the WeAccess transaction.		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.6. Sign the WeAccess Transaction Acknowledgment and approve the same online through the WeAccess portal.		4 minute/s	• Chief Administrative Officer ; Treasury Division (TD)
	1.7. Forward the WeAccess Transaction Acknowledgement along with the DV to the countersigning official for approval		5 minute/s	• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		



Procurement Management Division (PMD)
Internal Services



1. AS-PMD01 Request for Certification of various PMD Documents

The **Request for Certification of Various PMD Documents** service provides official verification and authentication of Procurement/Project Management Documents issued, prepared, or maintained by the organization. This service ensures that copies of PMD documents are certified as true, accurate, and complete representations of the original records on file.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE Officials/Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Slip (1) Original Copy			Department of Energy - Procurement Management	
<i>Remarks:</i> <i>Request Slip duly signed by Head of Concerned Unit</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user / Supplier submits Request Slip Location: PMD Office, Annex Lobby, Department of Energy	1.1. Receive and Log the Request on the following: a) Non-availability / availability of Common Supplies /Office Supplies / ICT Supplies from DBM-PS b) Non-availability of Flights c) Certified true copy of BAC related documents d) Certified true copy of Purchase Order (PO) and other procurement related contracts e) Others documents	None	10 minute/s	Receiving Staff; Procurement Management Division (PMD)
	1.2. Endorse to concerned PMD Officer to validate the reference/source documents or check the document security classification if necessary		10 minute/s	Receiving Staff, Administrative Officer III; Procurement Management Division (PMD)
	1.3. Prepare the requested certification		10 minute/s	Administrative Officer III; Procurement Management Division (PMD)
	1.4. Review / approve the requested certification		5 minute/s	Supervising Administrative Officer, Chief Administrative Officer; Procurement Management Division (PMD)
	1.5. Issue the copy of the requested certification		5 minute/s	Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-PMD02 Numbering and Monitoring of Purchase Requests

The **Numbering and Monitoring of Purchase Requests (PRs)** service ensures the systematic assignment, tracking, and status monitoring of all Purchase Requests processed by the organization. This service provides accurate documentation, transparency, and efficient workflow management throughout the procurement cycle.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Copy of End-user's PPMP (1) Photo Copy			Applicant / Client	
2. Copy of Budget Office Allocation to End-user based from approved APP (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user prepares Purchase Request upon approval of the Annual Procurement Plan (APP) under GAA and submit to Procurement Management Division (PMD) for PR Control Number Location: PMD Office, Annex Lobby, DOE	1.1. Receives the Purchase Request, checks the completeness as to signature, concerned end-users, item description, amount and numbers the said PR for Control Number	None	15 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.2. Reviews/checks the PR based on End user's submitted PPMP, PMD Consolidated APP and recommends the numbering of Purchase Request (PR)		5 minute/s	• Supervising Administrative Officer; Procurement Management Division (PMD)
	1.3. Validate PR entries and Approves/Initials the numbering of the Purchase Request (PR)		5 minute/s	• Chief Administrative Officer; Procurement Management Division (PMD)
	1.4. Records the details of the said Purchase Request (PR) and return numbered PR to End-user & PR ready for pick-up be end-user		5 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		



3. AS-PMD03 Request for Inclusion in Supplemental APP

The proposed procurement involves the engagement of professional services necessary to support the implementation of priority activities that were not included in the original Annual Procurement Plan (APP). The service is required to address emerging operational requirements essential to the efficient and timely delivery of the Agency's mandated functions.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE as End-users			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Project Procurement Management Plan (PPMP) (1) Photo Copy			Applicant / Client	
2. Memorandum Request for inclusion in the Supplemental APP (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End-user Memo request for inclusion in the SAPP along with Project Procurement Management Plan (PPMP) Location: PMD Office, Annex Lobby, Department of Energy	1.1. PMD receive and log submitted request for inclusion in SAPP	None	10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.2. Review, validate and evaluate, recommend approval of Request.		30 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.3. Input the approved request in the draft consolidated SAPP and endorsed to BAC for deliberation		10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.4. Prepare BAC Resolution to recommend approval of SAPP to HoPE		10 minute/s	• Administrative Officer III; Procurement Management Division (PMD)
	1.5. Provide copy of approved SAPP to End-User		10 minute/s	• Chief AO, Administrative Officer III; Procurement Management Division (PMD)
Total Processing Time:		Working Days: 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-PMD04 Procurement thru Section 34: Small Value Procurement

The project involves the procurement of goods and/or services through Small Value Procurement pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009, undertaken to efficiently acquire requirements of limited value while ensuring economy, efficiency, transparency, and accountability in government procurement.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus / Services / Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 12009			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum Request to DOE BAC Chair (1) Original Copy			Applicant / Client	
2. Copy of approved APP or Supplemental APP (1) Photo Copy			Applicant / Client	
3. Approved and Numbered Purchase Request (PR) (1) Original Copy			Applicant / Client	
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director (1) Original Copy			Applicant / Client	
5. Secretary's approval of the Activity, if applicable (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Procurement Request Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 1.5, TWG evaluation of procurement documents - If ABC is 200k and above, posting is required. Proceed to item 1.6 Inform the end user for the preparation of RFQ for posting. - If ABC is 200k and below, posting is not required however, End-User may still opt to resort to posting. Proceed to item 3.1 Conduct Technical Evaluation. For item 1.7 Posting of Bid Opportunities at DOE and PhilGEPS website & conspicuous places, - After the end of posting, late submission of bids will not be accepted.	1.1. Recording of received documents	None	5 minute/s	Receiving Clerk; Procurement Management Division (PMD)
	1.2. Checking for the completeness of document		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.3. Endorsement to BAC		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.4. BAC endorses the documents to TWG for Evaluation		15 minute/s	BAC Chairperson; Bids and Awards Committee (BAC)
	1.5. TWG evaluation of procurement documents		3 calendar day/s	BAC-TWG Member/s; BAC - Technical Working Group (BAC-TWG)
	1.6. Preparation of RFQ for posting		1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.7. Posting of Bid Opportunities at DOE and		7 calendar day/s	BAC Secretariat Section; Procurement



	PhilGEPS website & conspicuous places			Management Division (PMD)
	1.8. Summarization and Endorsement of submitted quotations to TWG		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
2. Bid Evaluation Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 2.4 Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award, • If failure of bidding return to End-User for mandatory review of TOR and return item Posting of Bid Opportunities at DOE and PhilGEPS website and conspicuous place • If TWG recommends cancellation of procurement the process will automatically terminated	2.1. Conduct of Evaluation of all submitted bids	None	3 calendar day/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	2.2. Endorsement of evaluated procurement for inclusion in the agenda in the next BAC meeting		2 hour/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	2.3. BAC meeting arrangement for presentation of TWG evaluation		2 hour/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	2.4. Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award		1 calendar day/s	• BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) • BAC member/s; Bids and Awards Committee (BAC)
	2.5. Preparation and endorsement of BAC Resolution/NOA		7 calendar day/s	• BAC Secretariat member/s; BAC Secretariat
3. Approval of BAC Resolution/NOA Location: PMD Office, Annex Lobby, Department of Energy	3.1. Endorsement of recommendation of Award to HoPE	None	1 hour/s	• BAC Secretariat member/s; BAC Secretariat
	3.2. Approval of BAC Resolution/NOA		2 hour/s	• HoPE; Head of Procuring Entity (HoPE)
	3.3. Issuance of NOA		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	3.4. Preparation and endorsement of Purchase Order (PO)/Contract to End-user		1 calendar day/s	• Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
4. Approval of Purchase Order (PO)/Contract Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 4.4 Issuance of Purchase Order (PO)/Contract to Supplier	4.1. Approval of Purchase Order (PO)/Contract by the DOE official signatories	None	5 calendar day/s	• Supplier and DOE official signatories; DOE Signatories (Purchase Order & Contracts)
	4.2. Issuance of Certificate of the availability of fund/s		1 calendar day/s	• Accounting Officer; Accounting Division (AD)



- Upon receipt of PO, the End-User and Suppliers shall immediately implement the contract agreement. - The Procurement Planning and Contract Management Section shall monitor implementation of contract until delivery of procured goods and services.	4.3. Processing of the Obligation of Purchase Order		1 calendar day/s	Budget Officer; Budget Division (BD)
	4.4. Issuance of Purchase Order (PO)/Contract to Supplier		1 calendar day/s	Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
General Remarks Bureaus / Services / Offices				
Total Processing Time:		Calendar Days: 33 calendar day/s, 7 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
Head of Procuring Entity (HoPE)					
Office of the Secretary	Office of the Undersecretary				
Bids and Awards Committee (BAC)					
Office of the Undersecretary	Office of the Assistant Secretary	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	Administrative Services (AS)
BAC Secretariat					
Office of the Undersecretary	Office of the Assistant Secretary	Biomass Energy Management Division (BEMD)	Nuclear Energy Division (NED)	EUMB, Office of the Director	Retail Market Monitoring and Special Concerns Division (RMMSCD)
Rural Electrification Administration and Management Division (REAMD)	Budget Division (BD)	Legal Services (LS)	Downstream Conventional Energy Legal Services Division (DCELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
Human Resource Management Division (HRMD)	Lighting and Appliance Testing Division (LATD)				
BAC - Technical Working Group (BAC-TWG)					
Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Power Legal Services Division (PLSD)				
DOE Signatories (Purchase Order & Contracts)					
Office of the Secretary	Office of the Undersecretary	ERDB, Office of the Director	REMB, Office of the Director	EUMB, Office of the Director	OIMB, Office of the Director
EPPB, Office of the Director	EPIMB, Office of the Director	ITMS, Office of the Director	FS, Office of the Director	LS, Office of the Director	AS, Office of the Director
ERTLS, Office of the Director	Office of the Director (LFO-OD)	Office of the Director (VFO-OD)	Office of the Director (MFO-OD)		



5. AS-PMD05 Procurement thru Competitive Bidding

Procurement through Competitive Bidding is a transparent process of acquiring goods, infrastructure, or services by inviting qualified suppliers to submit bids and awarding the contract to the most responsive and cost-effective offer in accordance with procurement rules and regulations.

Office or Division:	Procurement Management Division (PMD)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus/Services/Offices of DOE (End-users)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 12009			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum Request to DOE BAC Chair (1) Original Copy			Applicant / Client	
2. Copy of approved APP or Supplemental APP (1) Photo Copy			Applicant / Client	
3. Approved and Numbered Purchase Request (PR)/ Request for Services (RFS) (1) Original Copy			Applicant / Client	
4. Technical Specification/Terms of Reference approved by the Bureau/Service Director (1) Original Copy			Applicant / Client	
5. Secretary's approval of the Activity (if applicable) (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete procurement documents Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 1.2 Check for the completeness of the required documents, if incomplete, return to end-user to comply. For item 1.5 TWG evaluation of procurement documents, - If correct and complete,endorsed to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement - If incomplete return to end-user for submission of required documents For item 1.8 Conduct of Pre-Procurement Conference deliberation, - If approved endorsed to BAC Secretariat Section for posting - If not approved return to end-user for	1.1. Recording of received documents	None	5 minute/s	Receiving Clerk; Procurement Management Division (PMD)
	1.2. Checking for the completeness of the required documents		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.3. Endorsement to BAC Chairperson for further instructions		15 minute/s	BAC Secretariat Section; Procurement Management Division (PMD)
	1.4. BAC to endorse the approved documents to TWG		15 minute/s	BAC Chairperson; Bids and Awards Committee (BAC)
	1.5. TWG evaluation of procurement documents		5 calendar day/s	BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
	1.6. Endorse to BAC Secretariat for inclusion in BAC Meeting Agenda for Pre procurement		1 minute/s	BAC-TWG member/s; Procurement Management Division (PMD)
	1.7. Arrangement of BAC meeting for Pre-Procurement Conference		2 hour/s	BAC Secretariat Section; Procurement



revision/correction of TOR For items 1.10 Posting of Bid documents to 1.11 Conduct of Pre-Bid Conference, - From items 1.10 to 1.11, these actions should be completed within seven (7) calendar days. For item 1.12 Deadline of Submission of Bid and Conduct of Opening of Bids and Preliminary Bid Evaluation/Arithmetical Corrections, - Seven (7) calendar days after the completion of item 1.11 Conduct of Pre-Bid Conference, the BAC Secretariat will prepare Bid bulletin based on the questions of the bidders (if applicable). - If failure of bidding return to End-User for mandatory review of TOR and return item 1.10 Posting of Bid documents For item 1.15 Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award, - If failure of bidding return to End-User for mandatory review of TOR and return item 1.10 Posting of Bid documents - If TWG recommends Post-disqualification return to item 1.13 Post-Qualification Evaluation (simultaneous evaluation of End-User and TWG). - If TWG recommends cancellation of procurement the process will automatically terminated	1.8. Conduct of Pre-Procurement Conference deliberation 1.9. Preparation of invitation to bid and bid documents 1.10. Posting of Bid documents 1.11. Conduct of Pre-Bid Conference 1.12. Deadline of Submission of Bid and Conduct of Opening of Bids and Preliminary Bid Evaluation/Arithmetical Corrections 1.13. Post-Qualification Evaluation (simultaneous evaluation of End-User and TWG) 1.14. BAC meeting arrangement for presentation of TWG evaluation 1.15. Conduct of BAC meeting and Presentation of TWG Evaluation recommendation for award 1.16. Preparation and endorsement of BAC Resolution/NOA			Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			6 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			14 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC member/s; Bids and Awards Committee (BAC)
			15 calendar day/s	BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG)
			1 calendar day/s	BAC Secretariat Section; Procurement Management Division (PMD)
			1 calendar day/s	- BAC-TWG member/s; BAC - Technical Working Group (BAC-TWG) - BAC-TW member/s; Bids and Awards Committee (BAC)
			7 calendar day/s	BAC Secretariat member/s; Procurement Management Division (PMD)
2. Approval of BAC Resolution/NOA Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction:	2.1. Endorsement of recommendation of Award to HoPE	None	1 calendar day/s	BAC Secretariat member/s; BAC Secretariat
	2.2. Approval of BAC Resolution/NOA		5 calendar day/s	Head of Procuring Entity (HoPE); Head of Procuring Entity (HoPE)



For item 3.3 Issuance of NOA to Supplier, upon receipt of NOA the supplier is required to post performance security and sign the contract within ten (10) days	2.3. Issuance of NOA to Supplier		1 calendar day/s	• BAC Secretariat Section; Procurement Management Division (PMD)
	2.4. Preparation of Contract and endorse to End-User for review		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
3. Approval of Contract Agreement Location: PMD Office, Annex Lobby, Department of Energy Notes/Instruction: For item 3.5 Issuance of Notice to Proceed, • Upon receipt of NTP, the End-User and Suppliers shall immediately implement the contract agreement. • The Procurement Planning and Contract Management Section shall monitor implementation of contract until delivery of procured goods and services.	3.1. Receive, finalize and endorse the Contract for approval	None	1 calendar day/s	• Admin Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
	3.2. Approval of Contract by the DOE official signatories		5 calendar day/s	• DOE official signatories; DOE Signatories (Purchase Order & Contracts)
	3.3. Issuance of Certificate of the availability of fund/s		1 calendar day/s	• Accounting Officer; Accounting Division (AD)
	3.4. Processing of the Obligation of Purchase Order		1 calendar day/s	• Budget Officer; Procurement Management Division (PMD)
	3.5. Prepare and endorse Notice to Proceed for HoPE approval		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
	3.6. Approval of Notice to Proceed		5 calendar day/s	• Head of Procuring Entity (HoPE); Head of Procuring Entity (HoPE)
	3.7. Issuance of Notice to Proceed		1 calendar day/s	• Administrative Officer (Procurement Planning and Contract Management Section); Procurement Management Division (PMD)
Total Processing Time:		Calendar Days: 75 calendar day/s, 2 hour/s, 51 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend



Office Groups and Divisions					
BAC - Technical Working Group (BAC-TWG)					
Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Power Legal Services Division (PLSD)				
Bids and Awards Committee (BAC)					
Office of the Undersecretary	Office of the Assistant Secretary	Information Technology and Management Services (ITMS)	Financial Services (FS)	Legal Services (LS)	Administrative Services (AS)
BAC Secretariat					
Office of the Undersecretary	Office of the Assistant Secretary	Biomass Energy Management Division (BEMD)	Nuclear Energy Division (NED)	EUMB, Office of the Director	Retail Market Monitoring and Special Concerns Division (RMMSCD)
Rural Electrification Administration and Management Division (REAMD)	Budget Division (BD)	Legal Services (LS)	Downstream Conventional Energy Legal Services Division (DCELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
Human Resource Management Division (HRMD)	Lighting and Appliance Testing Division (LATD)				
Head of Procuring Entity (HoPE)					
Office of the Secretary	Office of the Undersecretary				
DOE Signatories (Purchase Order & Contracts)					
Office of the Secretary	Office of the Undersecretary	ERDB, Office of the Director	REMB, Office of the Director	EUMB, Office of the Director	OIMB, Office of the Director
EPPB, Office of the Director	EPIMB, Office of the Director	ITMS, Office of the Director	FS, Office of the Director	LS, Office of the Director	AS, Office of the Director
ERTLS, Office of the Director	Office of the Director (LFO-OD)	Office of the Director (VFO-OD)	Office of the Director (MFO-OD)		



Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
Internal Services



1. ERTLS-GRFTLD01-12 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TEN (10) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		8 working day/s	Division (GRFTLD) Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)										
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)										
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)										
General Remarks CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a <table><thead><tr><th>Processed Fuels Section</th><th>Number of Samples</th></tr></thead><tbody><tr><td>PNS Test for Automotive Diesel Oil^b</td><td>1 - 9</td></tr><tr><td>PNS Test for B100^b</td><td>1-6</td></tr><tr><td>PNS Test for E100^b</td><td>1-15</td></tr><tr><td>PNS Test for Fuel Oil (Industrial)^b</td><td>1-6</td></tr></tbody></table>					Processed Fuels Section	Number of Samples	PNS Test for Automotive Diesel Oil ^b	1 - 9	PNS Test for B100 ^b	1-6	PNS Test for E100 ^b	1-15	PNS Test for Fuel Oil (Industrial) ^b	1-6
Processed Fuels Section	Number of Samples													
PNS Test for Automotive Diesel Oil ^b	1 - 9													
PNS Test for B100 ^b	1-6													
PNS Test for E100 ^b	1-15													
PNS Test for Fuel Oil (Industrial) ^b	1-6													



PNS Test for Gasoline ^b	1-6
PNS Test for Kerosene	1-15
Non-PNS Test for Diesel ^b	1-15
Non-PNS Test for Gasoline ^b	1-15
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	1-6
Geothermal-Coal Section	
Coal and Other Related Sample/s	
Coal Sample/s With Sample Preparation	
Proximate Analysis	1-6
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	1-6
Proximate Analysis, Ultimate Analysis and Heating Value Determination	1-6
Ultimate Analysis (CHNAS)	1-6
Coal Sample/s Without Sample Preparation	
Proximate Analysis	1-15
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	1-15
Proximate Analysis, Heating Value and Ultimate Analysis	1-12
Ultimate Analysis	1-12
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	1-5
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	1-5
Residual Moisture, Volatile Combustible Matter and Heating Value	1-15
Carbon, Hydrogen and Nitrogen	1-20



Geothermal Water Samples

Complete Ion Analysis 1-5

Oil and Gas Section

Analysis of Crude Oil 1-5

Analysis of Natural Gas / Biogas 1-15

Analysis of Stable Isotope 1-5

PNS Test for B100: GC Analysis 1-5

PNS Test for E100: GC Analysis 1-10

Analysis of Liquefied Petroleum Gas 1-5

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 1-3

Drying of ditch cutting samples 1 - 30

Remarks:

1. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
2. **ISO 9001:2015 certified processes**

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None



2. ERTLS-GRFTLD01-13 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTEEN (15) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		13 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			10-14	
PNS Test for B100 ^b			7-9	
PNS Test for E100 ^b			16-20	
PNS Test for Fuel Oil (Industrial) ^b			7-10	



PNS Test for Gasoline ^b	7-9
PNS Test for Kerosene	16-20
Non-PNS Test for Diesel ^b	16-20
Non-PNS Test for Gasoline ^b	16-20
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	7-10
Geothermal-Coal Section	
Coal and Other Related Sample/s	
Coal Sample/s With Sample Preparation	
Proximate Analysis	7-15
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	7-15
Proximate Analysis, Ultimate Analysis and Heating Value Determination	7-15
Ultimate Analysis (CHNAS)	7-15
Coal Sample/s Without Sample Preparation	
Proximate Analysis	16-24
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	16-24
Proximate Analysis, Heating Value and Ultimate Analysis	13-21
Ultimate Analysis	13-21
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	6-9
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	6-9
Residual Moisture, Volatile Combustible Matter and Heating Value	16-24
Carbon, Hydrogen and Nitrogen	21-32



Geothermal Water Samples

Complete Ion Analysis 6-10

Oil and Gas Section

Analysis of Crude Oil 6-7

Analysis of Natural Gas / Biogas 16-25

Analysis of Stable Isotope 6-7

PNS Test for B100: GC Analysis 6-7

PNS Test for E100: GC Analysis 11-13

Analysis of Liquefied Petroleum Gas 6-7

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 4-5

Drying of ditch cutting samples 31 - 60

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 15 working day/s
Total Processing Fee:	Total Standard Fee: None



3. ERTLS-GRFTLD01-14 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY (20) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		18 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			15-19	
PNS Test for B100 ^b			10-12	
PNS Test for E100 ^b			21-25	
PNS Test for Fuel Oil (Industrial) ^b			11-14	



PNS Test for Gasoline ^b	10-12
PNS Test for Kerosene	21-25
Non-PNS Test for Diesel ^b	21-25
Non-PNS Test for Gasoline ^b	21-25
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	11-14
Geothermal-Coal Section	
Coal and Other Related Sample/s	
Coal Sample/s With Sample Preparation	
Proximate Analysis	16-24
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	16-24
Proximate Analysis, Ultimate Analysis and Heating Value Determination	16-24
Ultimate Analysis (CHNAS)	16-24
Coal Sample/s Without Sample Preparation	
Proximate Analysis	25-33
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	25-33
Proximate Analysis, Heating Value and Ultimate Analysis	22-30
Ultimate Analysis	22-30
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	10-13
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	10-13
Residual Moisture, Volatile Combustible Matter and Heating Value	25-33
Carbon, Hydrogen and Nitrogen	33-44



Geothermal Water Samples

Complete Ion Analysis 11-15

Oil and Gas Section

Analysis of Crude Oil 8-9

Analysis of Natural Gas / Biogas 26-35

Analysis of Stable Isotope 8-9

PNS Test for B100: GC Analysis 8-9

PNS Test for E100: GC Analysis 14-16

Analysis of Liquefied Petroleum Gas 8-9

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 6-7

Drying of ditch cutting samples 61 - 90

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



4. ERTLS-GRFTLD01-15 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - TWENTY-FIVE (25) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		23 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			20-24	
PNS Test for B100 ^b			13-15	
PNS Test for E100 ^b			26-30	
PNS Test for Fuel Oil (Industrial) ^b			15-18	



PNS Test for Gasoline ^b	13-15
PNS Test for Kerosene	26-30
Non-PNS Test for Diesel ^b	26-30
Non-PNS Test for Gasoline ^b	26-30
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	15-18

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis	25-33
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	25-33
Proximate Analysis, Ultimate Analysis and Heating Value Determination	25-33
Ultimate Analysis (CHNAS)	25-33

Coal Sample/s Without Sample Preparation

Proximate Analysis	34-42
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	34-42
Proximate Analysis, Heating Value and Ultimate Analysis	31-39
Ultimate Analysis	31-39

Biomass Sample/s Without Sample Preparation

Proximate Analysis	14-17
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	14-17
Residual Moisture, Volatile Combustible Matter and Heating Value	34-42
Carbon, Hydrogen and Nitrogen	45-56



Geothermal Water Samples

Complete Ion Analysis 16-20

Oil and Gas Section

Analysis of Crude Oil 10-11

Analysis of Natural Gas / Biogas 36-45

Analysis of Stable Isotope 10-11

PNS Test for B100: GC Analysis 10-11

PNS Test for E100: GC Analysis 17-19

Analysis of Liquefied Petroleum Gas 10-11

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 8-9

Drying of ditch cutting samples 91 - 120

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 25 working day/s
Total Processing Fee:	Total Standard Fee: None



5. ERTLS-GRFTLD01-16 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY (30) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		28 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			25-29	
PNS Test for B100 ^b			16-18	
PNS Test for E100 ^b			31-35	
PNS Test for Fuel Oil (Industrial) ^b			19-22	



PNS Test for Gasoline ^b	16-18
PNS Test for Kerosene	31-35
Non-PNS Test for Diesel ^b	31-35
Non-PNS Test for Gasoline ^b	31-35
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	19-22
Geothermal-Coal Section	
Coal and Other Related Sample/s	
Coal Sample/s With Sample Preparation	
Proximate Analysis	34-42
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	34-42
Proximate Analysis, Ultimate Analysis and Heating Value Determination	34-42
Ultimate Analysis (CHNAS)	34-42
Coal Sample/s Without Sample Preparation	
Proximate Analysis	43-51
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	43-51
Proximate Analysis, Heating Value and Ultimate Analysis	40-48
Ultimate Analysis	40-48
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	18-21
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	18-21
Residual Moisture, Volatile Combustible Matter and Heating Value	43-51
Carbon, Hydrogen and Nitrogen	57-68



Geothermal Water Samples

Complete Ion Analysis 21-25

Oil and Gas Section

Analysis of Crude Oil 12-13

Analysis of Natural Gas / Biogas 46-55

Analysis of Stable Isotope 12-13

PNS Test for B100: GC Analysis 12-13

PNS Test for E100: GC Analysis 20-22

Analysis of Liquefied Petroleum Gas 12-13

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 10-11

Drying of ditch cutting samples 121 - 150

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 30 working day/s
Total Processing Fee:	Total Standard Fee: None



6. ERTLS-GRFTLD01-17 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - THIRTY-FIVE (35) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		33 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			30-34	
PNS Test for B100 ^b			19-21	
PNS Test for E100 ^b			36-40	
PNS Test for Fuel Oil (Industrial) ^b			23-26	



PNS Test for Gasoline ^b	19-21
PNS Test for Kerosene	36-40
Non-PNS Test for Diesel ^b	36-40
Non-PNS Test for Gasoline ^b	36-40
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	23-26
Geothermal-Coal Section	
Coal and Other Related Sample/s	
Coal Sample/s With Sample Preparation	
Proximate Analysis	43-51
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	43-51
Proximate Analysis, Ultimate Analysis and Heating Value Determination	43-51
Ultimate Analysis (CHNAS)	43-51
Coal Sample/s Without Sample Preparation	
Proximate Analysis	52-60
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	52-60
Proximate Analysis, Heating Value and Ultimate Analysis	49-57
Ultimate Analysis	49-57
Biomass Sample/s Without Sample Preparation	
Proximate Analysis	22-25
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	22-25
Residual Moisture, Volatile Combustible Matter and Heating Value	52-60
Carbon, Hydrogen and Nitrogen	69-80



Geothermal Water Samples

Complete Ion Analysis 26-30

Oil and Gas Section

Analysis of Crude Oil 14-15

Analysis of Natural Gas / Biogas 56-65

Analysis of Source Rocks / Soil 1-2

Analysis of Stable Isotope 14-15

PNS Test for B100: GC Analysis 14-15

PNS Test for E100: GC Analysis 23-25

Analysis of Liquefied Petroleum Gas 14-15

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 12-13

Drying of ditch cutting samples 151 - 180

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 35 working day/s
Total Processing Fee:	Total Standard Fee: None



7. ERTLS-GRFTLD01-18 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY (40) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		38 working day/s	Division (GRFTLD) Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS ^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			35-39	
PNS Test for B100 ^b			22-24	
PNS Test for E100 ^b			41-45	
PNS Test for Fuel Oil (Industrial) ^b			27-30	



PNS Test for Gasoline ^b	22-24
PNS Test for Kerosene	41-45
Non-PNS Test for Diesel ^b	41-45
Non-PNS Test for Gasoline ^b	41-45
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	27-30

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis	52-60
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	52-60
Proximate Analysis, Ultimate Analysis and Heating Value Determination	52-60
Ultimate Analysis (CHNAS)	52-60

Coal Sample/s Without Sample Preparation

Proximate Analysis	61-69
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	61-69
Proximate Analysis, Heating Value and Ultimate Analysis	58-66
Ultimate Analysis	58-66

Biomass Sample/s Without Sample Preparation

Proximate Analysis	26-29
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	26-29
Residual Moisture, Volatile Combustible Matter and Heating Value	61-69
Carbon, Hydrogen and Nitrogen	81-92



Geothermal Water Samples

Complete Ion Analysis 31-35

Oil and Gas Section

Analysis of Crude Oil 16-17

Analysis of Natural Gas / Biogas 66-75

Analysis of Stable Isotope 16-17

PNS Test for B100: GC Analysis 16-17

PNS Test for E100: GC Analysis 26-28

Analysis of Liquefied Petroleum Gas 16-17

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 14-15

Drying of ditch cutting samples 181 - 210

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None



8. ERTLS-GRFTLD01-19 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FORTY-FIVE (45) WORKING DAYS

ISO 9001:2015 Certified

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		



C.a.1. Petroleum Products and Biofuels (Sample: 1 Liter)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2)	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	Executive Assistant I; Energy Research and Testing



Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory



				Division (GRFTLD)
	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		43 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)
General Remarks				
CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a				
Processed Fuels Section			Number of Samples	
PNS Test for Automotive Diesel Oil ^b			40-44	
PNS Test for B100 ^b			25-27	
PNS Test for E100 ^b			46-50	
PNS Test for Fuel Oil (Industrial) ^b			31-34	



PNS Test for Gasoline ^b	25-27
PNS Test for Kerosene	46-50
Non-PNS Test for Diesel ^b	46-50
Non-PNS Test for Gasoline ^b	46-50
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks	31-34

Geothermal-Coal Section

Coal and Other Related Sample/s

Coal Sample/s With Sample Preparation

Proximate Analysis	61-69
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	61-69
Proximate Analysis, Ultimate Analysis and Heating Value Determination	61-69
Ultimate Analysis (CHNAS)	61-69

Coal Sample/s Without Sample Preparation

Proximate Analysis	70-78
Proximate Analysis, Heating Value and Sulfur Analysis -Including Residual Moisture, Heating Value and Sulfur Only	70-78
Proximate Analysis, Heating Value and Ultimate Analysis	67-75
Ultimate Analysis	67-75

Biomass Sample/s Without Sample Preparation

Proximate Analysis	30-33
Proximate Analysis and Heating Value -Including Residual Moisture and Heating Value Only	30-33
Residual Moisture, Volatile Combustible Matter and Heating Value	70-78
Carbon, Hydrogen and Nitrogen	93-104



Geothermal Water Samples

Complete Ion Analysis 36-40

Oil and Gas Section

Analysis of Crude Oil 18-19

Analysis of Natural Gas / Biogas 76-85

Analysis of Stable Isotope 18-19

PNS Test for B100: GC Analysis 18-19

PNS Test for E100: GC Analysis 29-31

Analysis of Liquefied Petroleum Gas 18-19

Geology Section

Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis 16-17

Drying of ditch cutting samples 211 - 240

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.

b. ISO 9001:2015 certified processes

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None



9. ERTLS-GRFTLD01-20 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY (50) WORKING DAYS

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		
C.a.1. Petroleum Products and Biofuels		Applicant / Client



(Sample: 1 Liter)				
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) Location:	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS)



4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			• Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorsees Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		48 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)						
General Remarks CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a <table><tr><td>Geology Section</td><td>Number of Samples</td></tr><tr><td>Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis</td><td>18-19</td></tr><tr><td>Drying of ditch cutting samples</td><td>241 - 270</td></tr></table> Remarks: <i>a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.</i>					Geology Section	Number of Samples	Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	18-19	Drying of ditch cutting samples	241 - 270
Geology Section	Number of Samples									
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	18-19									
Drying of ditch cutting samples	241 - 270									
Total Processing Time:		Working Days: 50 working day/s								
Total Processing Fee:		Total Standard Fee: None								



10. ERTLS-GRFTLD01-21 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - FIFTY-FIVE (55) WORKING DAYS

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		
C.a.1. Petroleum Products and Biofuels		Applicant / Client



(Sample: 1 Liter)				
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) Location:	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS)



4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			- Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	- Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	- Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) - Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorse Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		53 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)						
General Remarks CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a <table><tr><td>Geology Section</td><td>Number of Samples</td></tr><tr><td>Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis</td><td>20-21</td></tr><tr><td>Drying of ditch cutting samples</td><td>271 - 300</td></tr></table> Remarks: <i>a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.</i>					Geology Section	Number of Samples	Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	20-21	Drying of ditch cutting samples	271 - 300
Geology Section	Number of Samples									
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	20-21									
Drying of ditch cutting samples	271 - 300									
Total Processing Time:		Working Days: 55 working day/s								
Total Processing Fee:		Total Standard Fee: None								





11. ERTLS-GRFTLD01-22 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY (60) WORKING DAYS

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		
C.a.1. Petroleum Products and Biofuels		Applicant / Client



(Sample: 1 Liter)				
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) Location:	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS)



4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			- Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	- Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) - Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	- Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) - Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorse Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		58 working day/s	Supervising Science ResearchSpecialist / Senior Science ResearchSpecialist / Science ResearchSpecialist II / Science ResearchSpecialist I / Science ResearchAnalyst / Laboratory Technician II /Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and TestingLaboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) ChiefScience Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)						
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)						
General Remarks CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a <table><thead><tr><th>Geology Section</th><th>Number of Samples</th></tr></thead><tbody><tr><td>Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis</td><td>22-23</td></tr><tr><td>Drying of ditch cutting samples</td><td>301 - 330</td></tr></tbody></table> Remarks: <i>a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.</i>					Geology Section	Number of Samples	Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	22-23	Drying of ditch cutting samples	301 - 330
Geology Section	Number of Samples									
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	22-23									
Drying of ditch cutting samples	301 - 330									
Total Processing Time:		Working Days: 60 working day/s								
Total Processing Fee:		Total Standard Fee: None								





12. ERTLS-GRFTLD01-23 ISSUANCE OF CHEMICAL / GEOLOGICAL LABORATORY TEST REPORT - SIXTY-FIVE (65) WORKING DAYS

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance with the Philippine National Standard (PNS).

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) (1) Original Copy		Energy Research and Testing Laboratory Services (ERTLS) - Geoscientific Research and Fuel Testing Laboratory Division - Office of the Division Chief (GRFTLD-ODC)
2. Sample for analysis (Sample: Refer to situational requirements)		Applicant / Client
For Situational Requirement		
A. Coal Samples		
Sub Situational Requirement/s		
A.a. Coal with sample preparation		
A.a.1. Sample: at least one (1) kilogram (Sample: 1 kilogram)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for:</i> a) Sample Preparation - samples without oil, grease, and plastics b) Analysis - samples without plastic		
A.b. Coal without sample preparation		
A.b.1. Sample at least one hundred (100) grams (Sample: 100 grams)		Applicant / Client
<i>Remarks:</i> <i>Acceptable samples for analysis: samples without plastics.</i>		
B. Geothermal Water		
Sub Situational Requirement/s		
B.a. Geothermal Water		
B.a.1. Geothermal water (Sample: 1.5 - 2.0 Liters)		Applicant / Client
C. Petroleum Products and Biofuels		
Sub Situational Requirement/s		
C.a. Petroleum Products and Biofuels		
C.a.1. Petroleum Products and Biofuels		Applicant / Client



(Sample: 1 Liter)				
Remarks: Sample size/weight depends on the test parameters requested.				
D. Geological Samples				
Sub Situational Requirement/s				
D.a. Whole Rock				
D.a.1. Whole Rock Sample (Sample: Minimum of 3x3 and maximum of 6x6 inches)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/condition of sample/s submitted.				
D.a.2. Unconsolidated Sample (Sample: 50 grams)		Applicant / Client		
Remarks: Acceptance of service request is subject to the type/quality/condition of sample/s submitted.				
E. Oil and Gas Sample				
Sub Situational Requirement/s				
E.a. Oil and Gas Sample				
E.a.1. Oil and Gas Sample (Sample: 1 Liter / Kilogram)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
F. LPG / Natural Gas				
Sub Situational Requirement/s				
F.a. LPG / Natural Gas				
F.a.1. LPG / Natural Gas (Sample: 60 psi)		Applicant / Client		
Remarks: Samples must adhere to ASTM D6849 requirement especially for composition and vapor pressure analyses. Sample size/weight depends on the test parameters requested.				
G. Crude Oil				
Sub Situational Requirement/s				
G.a. Crude Oil				
G.a.1. Crude Oil (Sample: 500 Milliliters)		Applicant / Client		
Remarks: Sample size/weight depends on the test parameters requested.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of samples and Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) Location:	1.1. Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS)



4th Building - Energy Research and Testing Laboratory Services - Office of the Director Notes/Instruction: The Technical Staff of the concerned Section of the Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) may assist the Chief Science Research Specialist Staff in evaluating samples Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section- rock samples Oil and Gas Section - geothermal gas, biogas or synthesis gas			• Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.2. Reviews / checks the correctness of the filled-out request form	15 minute/s	• Executive Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS) • Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.3. Transmits the Request for Laboratory Services 2 - Internal Form (GRFTL-SF-2) to the Geoscientific research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist	3 hour/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) • Administrative Aide VI; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.4. Issues Laboratory Work Order (GRFTL SF-3) and dispatches GRFTL-SF-3 and Request for Laboratory Services 2 - Internal Form to the assigned Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Section	4 hour/s	• Chief Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	1.5. Receives the sample and Geoscientific Research and Fuel Testing Laboratory Standard Form 3 (GRFTL-SF-3)	30 minute/s	• Technical Staff of the concerned section; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)



	1.6. Conducts Sample Preparation / Testing / Analysis (Refer to General Remarks) and prepares/reviews/endorse Transmittal Letter and Test Report to the Geoscientific Research and Fuel Testing Laboratory Division - Office of the Chief Science Research Specialist		63 working day/s	Supervising Science Research Specialist / Senior Science Research Specialist / Science Research Specialist II / Science Research Specialist I / Science Research Analyst / Laboratory Technician II / Laboratory Technician I; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
2. Pick up of Test Report and submission of the Energy Research and Testing Laboratory Services (ERTLS) Customer Satisfaction Measurement Form [Customer Rating –Release of Test Report (GRFTL-SF-5)] Location: 4th Building - Energy Research and Testing Laboratory Services - Office of the Director	2.1. Endorses Transmittal Letter and Test Report to the Energy Research and Testing Laboratory Services (ERTLS) Director and affixes initial of supervisor of the concerned section and Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD) Chief Science Research Specialist and signature of the ERTLS Director to the Transmittal Letter	None	4 hour/s	- Director III; Energy Research and Testing Laboratory Services (ERTLS) - Chief Science Research Specialist /Supervising Science Research Specialist; Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
	2.2. Releases Test Report and consolidates copy of Test Report acknowledged by the customer and filled-out Customer Satisfaction Measurement Form		4 hour/s	Executive Assistant I / Administrative Assistant I; Energy Research and Testing Laboratory Services (ERTLS)

General Remarks

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Oil and Gas Section	Number of Samples
Analysis of Source Rocks / Soil	3-4
Geology Section	
Micropaleontological / Petrographic / XRD / Organic Petrographic Analysis	24-25
Drying of ditch cutting samples	331 - 360

Remarks:

a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.



Total Processing Time:	Working Days: 65 working day/s
Total Processing Fee:	Total Standard Fee: None



Lighting and Appliance Testing Division (LATD)
Internal Services



1. ERTLS-LATD29 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	DOE Employee
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online ServicesManagement System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online ServicesManagement System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibrationitem are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client. These photos are to be uploaded in Energy Research and Testing Laboratory Services - Online Service Management System.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.	



10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes:
- First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services –Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-OnlineServices Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD31 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. 5. If client brings their equipment for walk-in application, staff conducts functionality check of	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System	None	30 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		30 minute/s	Chief Science Research Specialist; Lighting and



equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD31 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services - Online Services Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section	3.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



1. The client is responsible for logistic arrangements and fees. 2. Wait for the completion of service of calibration services. 3. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice or the issuance/releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 4. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 5. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, EnergyCenter, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Conduct Calibration (Default request is 1 up to 5 points per parameter)	1 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.5. Prepare calibration certificate	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	3.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None	



2. ERTLS-LATD29-01 Calibration of Electrical Instruments for Internal Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
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. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online ServicesManagement System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online ServicesManagement System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibration item are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client. These photos are to be uploaded in Energy Research and Testing Laboratory Services - Online Service Management System.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.	



10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes:
- First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services –Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-OnlineServices Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD31-01 Calibration of Electrical Instruments for Internal Customers (for Additional Request of 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. 5. If client brings their equipment for walk-in application, staff conducts	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System	None	30 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		30 minute/s	Chief Science Research Specialist; Lighting and



functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD31-01 Calibration of Electrical Instruments for Internal Customers (for Additional Point) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services- Online Services Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	3.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



The client is responsible for logistic arrangements and fees. 1. Wait for the completion of service of calibration services. 2. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/noticef or the issuance/releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 3. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 4. Claim/retrieve the calibrated equipment at Lighting ApplianceTesting Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, EnergyCenter, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Conduct Calibration (Request for Additional Point)	1 working day/s, 5 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.5. Prepare calibration certificate	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



			Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	3.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s	
Total Processing Fee:		Total Standard Fee: None	



3. ERTLS-LATD30 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Energy Research and Testing Laboratory Services - Online Services Management System

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
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. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online ServicesManagement System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online ServicesManagement System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibrationitem are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client. These photos are to be uploaded in Energy Research and Testing Laboratory Services - Online Service Management System.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. 10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes: First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.*
- *Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.*

11. *Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*

12. *Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services –Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-OnlineServices Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD32 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. 5. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		30 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD32 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services- Online Services Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. The client is responsible for logistic arrangements and fees.	3.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Wait for the completion of service of calibration services. 3. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/noticef or the issuance/releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 4. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 5. Claim/retrieve the calibrated equipment at Lighting ApplianceTesting Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, EnergyCenter, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	3.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Conduct Calibration (Default request is 1 up to 5 points)	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.5. Prepare calibration certificate	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	3.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s	
Total Processing Fee:		Total Standard Fee: None	



4. ERTLS-LATD30-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
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. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online ServicesManagement System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online ServicesManagement System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)		Applicant / Client
Remarks: <i>Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibrationitem are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client. These photos are to be uploaded in Energy Research and Testing Laboratory Services - Online Service Management System.</i>		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)		Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. 10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes:		



- *First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.*
- *Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.*
- *Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.*

11. *Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*

12. *Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services –Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-OnlineServices Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD32-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. 5. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		30 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD32-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services- Online Services Management System	None	30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		30 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. The client is responsible for logistic arrangements and fees.	3.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Wait for the completion of service of calibration services. 3. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/noticef or the issuance/releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 4. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 5. Claim/retrieve the calibrated equipment at Lighting ApplianceTesting Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, EnergyCenter, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	3.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Conduct Calibration (Request for Additional Point)	2 working day/s, 3 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.5. Prepare calibration certificate	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	3.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s	
Total Processing Fee:		Total Standard Fee: None	



5. ERTLS-LATD31 Calibration of Electrical Instruments for Internal Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
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. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services / Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes: - First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After filling out Service Request Form, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	2.1. Assist client in filling out service request form	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	2.3. Approve the service request.	4 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Conduct Calibration (Default request is 1 up to 5 points per parameter)	1 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.5. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.6. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.7. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.8. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. ERTLS-LATD31-01 Calibration of Electrical Instruments for Internal Customers (for Additional Point) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
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. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services / Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes: - First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				(Designation; Office)
1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After filling out Service Request Form, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	2.1. Assist client in filling out service request form	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	2.3. Approve the service request.	4 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Conduct Calibration (Request for Additional Point)	1 working day/s, 5 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.5. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.6. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.7. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.8. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s	
Total Processing Fee:		Total Standard Fee: None	



7. ERTLS-LATD32 Calibration of Temperature Instruments for Internal Customers (for 1 to 5 Calibration Points) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24°C to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
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. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services / Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes: - First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After filling out Service Request Form, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	2.1. Assist client in filling out service request form	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	2.3. Approve the service request.	4 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Conduct Calibration (Default Request is 1 up to 5 Points)	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.5. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.6. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.7. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.8. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s	
Total Processing Fee:		Total Standard Fee: None	



8. ERTLS-LATD32-01 Calibration of Temperature Instruments for Internal Customers (for Additional Point) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate internal customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24°C to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
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. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services / Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or servicemanual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes: - First Notice - Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice - Customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice - Customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After filling out Service Request Form, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	2.1. Assist client in filling out service request form	None	1 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	2.3. Approve the service request.	4 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Conduct Calibration (Request for additional point)	2 working day/s, 3 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.5. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.6. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.7. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist /Supervising Science Research Specialist / Chief



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.8. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s	
Total Processing Fee:		Total Standard Fee: None	



Legal Section (VFO-Legal)
Internal Services



1. VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

The Legal Clearance certifies whether an individual or entity has any pending administrative case with the Department of Energy – Visayas Field Office (DOE-VFO). It is a mandatory requirement for the issuance of certificates, permits, licenses, and other official transactions that necessitate legal clearance or verification.

Office or Division:	Legal Section (VFO-Legal)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Department of Energy-Visayas Field Office (DOE-VFO) Oil Management Division (OIMD) Processor			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	DOE Department Circular No. DC2017-11-0011 for Liquid Fuels and DOE Department Circular No. DC2022-11-0037 for Liquified Petroleum Gas (LPG) Industry			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. DOE Clearance of No Pending Case (DOE-VFO-QF-00) (1) Original Copy Or (1) Electronic Copy	Department of Energy-Visayas Field Office - Oil Industry Management Division (OIMD)			
Remarks: The "DOE Clearance of No Pending Case" form shall be filled out by the designated DOE processor and Legal Section Staff as part of the application review process.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The processor will notify the Legal Section through the Process Application Tracker (PAT) that there is an application for legal clearance. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: If with Pending Case, inputs the remark: "With Pending Case" through the Process Application Tracker (PAT). A notification is sent to the assigned processor. The concerned processor informs the applicant via email that processing cannot proceed due to the pending case.	1.1. Opens the notification in the Process Application Tracker (PAT) to view application details.	None	2 hour/s	• Attorney III ; Legal Section (VFO-Legal)
	1.2. Verifies whether the applicant has any pending or unsettled cases by checking the database, or manually reviewing submitted inspection reports.		3 hour/s	• Attorney III; Legal Section (VFO-Legal)
	1.3. For no pending case, inputs the remark: "No Pending Case" and issues the Certificate of No Pending Case through the Process Application Tracker (PAT)		2 hour/s	• Attorney III / Attorney IV ; Legal Section (VFO-Legal)
	1.4. Endorse the Certificate of No Pending Case to the concerned processor for further processing.		1 hour/s	• Attorney III; Legal Section (VFO-Legal)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



VFO - Cashier
External Services



1. VFO-OD02 Payment of Fees and Fines

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

Office or Division:	VFO - Cashier			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Upstream and Downstream Oil and Coal related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment generated via Collection Monitoring System (COMS) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Presents duly signed Order of Payment and pay corresponding amount to the Collecting Officer either in Cash, Manager's/ Cashier's check or Postal Money Order Check Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Receive duly signed Order of Payment and payment	Formula Fees Breakdown: Schedule of Fees and Charges	30 minute/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.2. Prepare signed pre-numbered Official Receipt (OR)		1 hour/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.3. Photocopy the issued OR for processor's copy		1 hour/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.4. Issue the original copy of the OR to the client together with the photocopy		30 minute/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				
Schedule of Fees and Charges https://legacy.doe.gov.ph/fees-and-charges • Certificate of Compliance (COC) for LPP establishments: 3,100.00 • Renewal of COC: 3,000.00 • Issuance of COC for Alternative Retail Outlet (TS, Marine and Emergency): 3,100.00 • Renewal of COC for Alternative Retail Outlet (TS, Marine and Emergency): 3,000.00 • Issuance of Certificate of Non-Coverage (CNC): 3,100.00 • Issuance of Certificate for Hauler (own use at retail level): 1,050.00 • Issuance of License to Operate (LTO) for LPG - New and Renewal: 3,500.00 • Issuance of Registration Certificate: 1,000.00 per application • Certification for Hauler (Own-use): 1,050.00 • Certification for Status of DOI Participants: 500.00 • Processing Fee for the issuance of Small-Scale Coal Mining Permit (Independent and Supervised by COC Holder): 1,000.00 • Processing Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit: 550.00 • Processing Fee for the Registration/Renewal of Safety Inspector's Permit: 550.00 • Issuance of Coal Traders Accreditation (CTA) new and renewal: 3,500.00 • Application Fee for the issuance of Certificate of Coal-End Users Registration: 5,000.00				



2. VFO-OD02 Payment of Fees and Fines

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

Office or Division:	VFO - Cashier			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Upstream and Downstream Oil and Coal related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment generated via Collection Monitoring System (COMS) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Presents duly signed Order of Payment and pay corresponding amount to the Collecting Officer either in Cash, Manager's/ Cashier's check or Postal Money Order Check. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Receive duly signed Order of Payment and payment.	Formula Fees Breakdown: Schedule of Fees and Charges	30 minute/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.2. Prepare pre-numbered Official Receipt.		1 hour/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.3. Furnish the electronic copy or the photocopy of the issued Official Receipt for processor's copy.		1 hour/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.4. Issue the original copy of the Official Receipt to the client.		30 minute/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				
Schedule of Fees and Charges https://legacy.doe.gov.ph/fees-and-charges - Issuance of Certificate of Compliance for Liquid Fuel Retail Outlet: 3,100.00 - Renewal of Certificate of Compliance: 3,000.00 - Issuance of Certificate of Compliance for Alternative Retail Outlet (Technology Solution, Marine and Emergency): 3,100.00 - Renewal of Certificate of Compliance for Alternative Retail Outlet (Technology Solution, Marine and Emergency): 3,000.00 - Issuance of Certificate of Non-Coverage: 3,100.00 - Issuance of Certification for Hauler (Own-use): 1,050.00 - Issuance of License to Operate for Liquefied Petroleum Gas - New and Renewal: 3,500.00 - Issuance of Registration Certificate: 1,000.00 per application - Certification for Status of Downstream Oil Industry Participants: 500.00 - Processing Fee for the Issuance of Small-Scale Coal Mining Permit (Independent and Supervised by Coal Operating Contract Holder): 1,000.00 per hectare or a fraction thereof. - Application Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit: 550.00 - Application Fee for the Registration/Renewal of Safety Inspector's Permit: 550.00 - Application Fee for the Issuance of Certificate of Accreditation Coal-End Users: 10,000.00				



- Processing Fee for Coal Transport Permit: 100.00/truck per delivery filed at least 7 working days before the scheduled delivery; 200.00/truck per delivery for request received beyond the prescribed period.
- Administrative Fines - depending on the imposed penalty in the order issued by the Office of the Director.



Oil Industry Management Division (VFO-OIMD)
External Services



1. VFO-OIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

ISO 9001:2015 Certified

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

Office or Division:	Oil Industry Management Division (VFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Downstream Oil related business / activities for Gasoline Stations within Region VI, VII, VIII, and NIR
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Filled-out and Notarized application form complete with the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of dealer/retailer or authorized representative if partnership /corporation /cooperative. (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks:	
2. Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks:	
Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details	
3. Valid Supply Agreement OR original Supplier's Certificate from an OIMB- registered distributor/supplier (1) Original Copy	Applicant / Client
For Situational Requirement	
A. Applicable for 1st Issuance Only	
Sub Situational Requirement/s	
A.a. Specific for Certificate of Compliance LFRO applicant	
A.a.1. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet (1) Original Copy	Applicant / Client
A.b. Specific for Certificate of Compliance MRO applicant	
A.b.1. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the shoreline issued by the Engineering Procurement Construction Contractor and dealer/retailer (1) Original Copy	Applicant / Client
A.b.2. Manufacturer's safety certification on the storage tank (1) Original Copy	Applicant / Client
A.c. Specific for Certificate of Compliance TERO applicant	
A.c.1. Written notice to OIMB with endorsement from LGU or LDRRMC (1) Original Copy	Applicant / Client
A.c.2. Notarized Certification of Compliance to "Revised Retail Rules" (1) Original Copy	Applicant / Client
A.d. Specific for Certificate of Compliance TSRO applicant	
A.d.1. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote"	Local Government Unit - Mayor's Office



retailing in the area, and that the proposed TSRO is at least one (1) kilometer away from an existing retail outlet. (1) Original Copy				
A.d.2. Certification that equipment is manufactured in accordance with the product safety standards as certified by an internationally-recognized certifying body, such as Underwriters Laboratories (UL) or an with equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1) Original Copy		Applicant / Client		
A.e. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies				
A.f. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement)				
A.g. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs				
B. Applicable for Renewal Only				
B.1. Copy of the previous COC (1) Original Copy Or (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Possible Fees Breakdown: COC 1st Issuance: PHP 3100 COC Renewal: PHP 3000	3 hour/s	Collecting Officer; VFO - Cashier



Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance.If the Order of Payment lapses for a second time, a reapplication is required.				
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC2017-11-0011, or the Revised Retail Rules, and includes the accepted standards and issuances related to the business of retailing liquid fuels. The application shall be entered/registered in the OIMS DOI Database. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I /Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks				



The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.

If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **COC 1st Issuance** : 3100
- **COC Renewal** : 3000



2. VFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets

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

Office or Division:	Oil Industry Management Division (VFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Downstream Oil related business / activities for Gasoline Stations not intended for retail to the public, within Region VI, VII, VIII, and NIR
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Field Office duly-acknowledged format letter-request containing the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of owner or authorized representative if partnership/corporation/cooperative (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks: <i>Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details</i>	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client
3. Authenticated copy of Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client
4. Original copy of valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1) Original Copy	Applicant / Client
Remarks: <i>Note: Submit Agreement/Certificate for each supplier if more than one.</i>	
5. Authenticated copy of LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy Or (1) Certified True Copy	Land Transportation Office / Land Transportation Franchising and Regulatory Board / Local Government Unit - Issuing Unit
6. Authenticated copy of Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Sub Requirement	
6.A. To submit the above documentary requirements for and in-behalf of the fleet operator	
6.B. To operate the facility to exclusively serve the fleet	
6.C. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies (1) Original Copy	Applicant / Client
Remarks: <i>Note: The list must indicate the business name of LFRO and address for identification</i>	
8. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement) (1) Original Copy Or (1) Photo Copy	Applicant / Client
Remarks: <i>Note: The plan must indicate the business name of LFRO and address for identification.</i>	



9. Original copy of Notarized statement of liquid fuels distributor/supplier on compliance of storage tank/s and dispensing pumps to existing international and local standards. (1) Original Copy			Applicant / Client	
10. Original copy of Accomplished DOE Form on Undertaking DOE-VFO-QF-03 (1) Original Copy			Department of Energy Visayas Field Office - Oil Industry Management Division	
<i>Remarks:</i> <i>Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details.</i>				
11. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs (1) Original Copy Or (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	• Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	• Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: CNC Fee: PHP 3100 Total: PHP 3100	3 hour/s	• Collecting Officer; VFO - Cashier



request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.				
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC2017-11-0011, or the Revised Retail Rules, and includes the accepted standards and issuances related to the business of retailing liquid fuels. The application shall be entered/registered in the OIMS DOI Database. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)

General Remarks

The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.



If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3100



3. VFO-OIMD03 Issuance of LGU Permit Certification

If a Local Government Unit (LGU) requires a Certificate of Compliance (COC) or License to Operate (LTO) as a prerequisite for issuing a Mayor's Permit or Fire Safety Inspection Certificate, a certification may be granted to a Downstream Oil Industry player.

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Downstream Oil related business / activities for Gasoline Stations	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent, indicating business name, owner, business address, and contact information. (1) Original Copy		Applicant / Client
For Situational Requirement		
A. For Certificate of Compliance		
A.1. Valid Supply Agreement OR original Supplier's Certificate from an OIMB- registered distributor/supplier (1) Original Copy		Applicant / Client
A.2. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies (1) Original Copy		Applicant / Client
A.3. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement) (1) Original Copy Or (1) Photo Copy		Applicant / Client
A.4. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs (1) Original Copy Or (1) Photo Copy		Applicant / Client
Sub Situational Requirement/s		
A.a. For Certificate of Compliance LFRO applicant:		
A.a.1. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet (1) Original Copy		Applicant / Client
A.b. For Certificate of Compliance MRO applicant:		
A.b.1. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the shoreline issued by the Engineering Procurement Construction Contractor and dealer/retailer (1) Original Copy		Applicant / Client
A.b.2. Manufacturer's safety certification on the storage tank (1) Original Copy Or (1) Certified True Copy		Applicant / Client
A.c. For Certificate of Compliance TSRO applicant		
A.c.1. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area, and that the proposed TSRO is at least one (1) kilometer away from an existing retail outlet. (1) Original Copy		Local Government Unit - Mayor's Office
A.c.2. Certification that equipment is manufactured in accordance with the product safety standards as certified by an internationally-recognized certifying body, such as Underwriters Laboratories (UL) or an with equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1) Original Copy Or (1) Certified True Copy		Applicant / Client
B. For License to Operate		
B.1. Executive briefer of operation (1) Original Copy		Applicant / Client
B.2. Scaled layout plan of the establishment		Applicant / Client



(1) Original Copy Or (1) Photo Copy				
B.3. Business registration for the applied business activity <i>Any of the following:</i>				
B.3.A. Business registration for the applied business activity from Securities and Exchange Commission (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission - Issuing Unit	
---- OR ----				
B.3.B. Business registration for the applied business activity from Department of Trade and Industry (1) Original Copy Or (1) Photo Copy			Department of Trade and Industry - Issuing Unit	
---- OR ----				
B.3.C. Business registration for the applied business activity from Cooperative Development Authority (1) Original Copy Or (1) Photo Copy			Cooperative Development Authority - Issuing Unit	
B.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit	
B.5. Latest General Information Sheet (GIS) if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit	
B.6. Business permit for the applied business activity <i>Any of the following:</i>				
B.6.A. Business permit for the applied business activity from the Local Government Unit (1) Original Copy Or (1) Photo Copy			Local Government Unit - Mayor's Office	
---- OR ----				
B.6.B. PEZA Certificate of Registration (1) Original Copy			Philippine Economic Zone Authority - Issuing Unit	
B.7. Bureau of Internal Revenue registration for the applied business activity (1) Original Copy			Bureau of Internal Revenue - Issuing Unit	
B.8. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Original Copy Or (1) Photo Copy			Land Transportation Office - Issuing Unit	
B.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy			Bureau of Fire Protection - Issuing Unit	
B.10. Fire safety inspection certificate from Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy			Bureau of Fire Protection - Issuing Unit	
B.11. Occupancy permit per establishment from the Office of the Building Official (1) Original Copy Or (1) Photo Copy			LGU - Office of the Building Official - Issuing Unit	
B.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy			Applicant / Client	
B.13. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy Or (1) Photo Copy			Applicant / Client	
Sub Requirement				
B.13.A. Full and front and back views of establishment;				
B.13.B. Price display board (Not Applicable for Refiller);				
B.13.C. Measuring Device/s;				
B.13.D. LPG cylinders;				
B.13.E. Safety and informational signs;				
B.13.F. Display board showing the Facility registered business name and address				
B.14. Fire prevention and response manual (1) Original Copy Or (1) Photo Copy			Applicant / Client	
B.15. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor	1.1. Logs the details of the application and forwards them to the assigned processor.	None	4 hour/s	• Science Research Specialist I / Science Research Specialist II /



Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.				Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: <i>The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.</i>	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification: PHP 500 Total: PHP 500	3 hour/s	Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be thoroughly assessed based on the standards b. The application shall be entered/registered in the OIMS		4 hour/s	Science Research Specialist I / Science Research Specialist II /



indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	DOI Database c. For compliant application, the processor shall prepare the LGU Certification		Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the certification for approval and issuance of Certificate. All other documents are returned to the Assigned Staff for filing.	1 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval on the certification.	1 working day/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 500	



4. VFO-OIMD04 Issuance of Certificate of Registration

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

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Downstream Oil related business / activities within Region VI, VII, VIII, and NIR	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	REPUBLIC ACT NO. 11592 - AN ACT ESTABLISHING THE REGULATORY FRAMEWORK FOR THE SAFE OPERATIONS OF THE LIQUEFIED PETROLEUM GAS INDUSTRY, DELINEATING THE POWERS AND FUNCTIONS OF VARIOUS GOVERNMENT AGENCIES, DEFINING AND PENALIZING CERTAIN PROHIBITED ACTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Issuance of Registration Prior to Commencement of LPG Facility Construction (Annex 1)		
A.1. Filled-out and notarized application Annex 1 Prior to Commencement of LPG Facility Construction (for newly constructed LPG refilling facility) (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
A.2. Company profile (1) Original Copy		Applicant / Client
A.3. Certificate of Registration (whichever is applicable) Any of the following:		
A.3.A. Certificate of Registration from the Securities and Exchange Commission (1) Original Copy Or (1) Certified True Copy		Securities and Exchange Commission - Issuing Unit
---- OR ----		
A.3.B. Certificate of Registration from the Department of Trade and Industry (1) Original Copy Or (1) Certified True Copy		Department of Trade and Industry - Issuing Unit
A.4. Articles of Incorporation (SEC) or its equivalent (DTI) (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
A.5. General Information Sheet (SEC) or its equivalent (DTI) (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
A.6. Executive briefer of the facility for construction (1) Original Copy		Applicant / Client
A.7. Site and facility layout plan with sufficient description and legends (1) Original Copy Or (1) Photo Copy		Applicant / Client
A.8. List of reference standards/codes used in the construction design (1) Original Copy		Applicant / Client
A.9. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy		Applicant / Client
B. Issuance of Registration Certificate Authorizing Third Party Refilling (Annex 3)		
B.1. Filled-out and notarized application Annex 1 Prior to Commencement of LPG Facility Construction (for newly constructed LPG refilling facility) (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
B.2. Filled-out and notarized application Annex 3 - Authority to fill Third-Party Trademark or tradename (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
B.3. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer (1) Original Copy		Applicant / Client
B.4. License to Operate (LTO) of Refiller (1) Original Copy Or (1) Photo Copy		Applicant / Client
B.5. License to Operate (LTO) of third-party Trademark owner or Marketer (1) Original Copy Or (1) Photo Copy		Applicant / Client
B.6. DOE registration certificate - Trademark or tradename		Department of Energy Central Office - Oil



(1) Original Copy Or (1) Photo Copy	Industry Management Bureau
B.7. DOE registration certificate – LPG Seal (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
B.8. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Not required if the requirements in DC2022-11-0037 Section II-2.2.7 has been previously submitted.</i>	
C. Issuance of Registration Certificate for Authority to Sell (Annex 4)	
C.1. Filled-out and notarized application Annex 4 - Authority to Sell LPG-filled Pressure Vessel. (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.2. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer (1) Original Copy	Applicant / Client
C.3. License to Operate (LTO) of Dealer or Retailer (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.4. License to Operate (LTO) of third-party Trademark owner or Marketer (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.5. DOE registration certificate - Trademark or tradename (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
C.6. DOE registration certificate – LPG Seal (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
C.7. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
D. Issuance of Registration Bulk Consumer (Annex 6)	
D.1. Filled-out and notarized application Annex 6 for Bulk Consumer (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
D.2. Company profile (1) Original Copy	Applicant / Client
D.3. Executive briefer of the facility for construction (1) Original Copy	Applicant / Client
D.4. Site and facility layout plan with sufficient description and legends (1) Original Copy Or (1) Photo Copy	Applicant / Client
D.5. List of reference standards/codes used in the construction design (1) Original Copy Or (1) Photo Copy	Applicant / Client
D.6. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
E. Issuance of Registration Certificate for Authorized Transport Motor Vehicles and Marine Vessels (Annex 7)	
E.1. Filled-out and notarized application Annex 7 - Authorized Transport Motor Vehicles and Marine Vessels (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
E.2. Company profile (1) Original Copy	Applicant / Client
E.3. List of motor vehicles and/or marine vessels (Attached as Annexes 7-A and 7-B respectively) (1) Original Copy	Applicant / Client
E.4. Certificate of registration and official receipt per motor vehicle from Land Transportation Office (1) Photo Copy	Land Transportation Office - Issuing Unit
E.5. Conveyance permit per motor vehicle from the BFP (1) Original Copy Or (1) Photo Copy	Bureau of Fire Protection - Issuing Unit
E.6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST (1) Original Copy Or (1) Photo Copy	Department of Science and Technology - Issuing Unit
E.7. Marine vessel registry and safety certificate from MARINA (1) Original Copy Or (1) Photo Copy	Maritime Industry Authority - Issuing Unit



E.8. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy			Applicant / Client	
Remarks: Not required if the requirements in Section I-2.2.6 has been previously submitted.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	• Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	• Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance.If the Order of Payment lapses for a second time, a reapplication is required.	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Formula Fees Breakdown: Certificate of Registration (COR)	3 hour/s	• Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending	3.1. The application will be updated and forwarded to the	None	1 working day/s	• Science Research Specialist I / Science Research



Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	designated Processor for further processing.		Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC 2022-11-0037 or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the validation form, letter and certificate	7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.	4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.	2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			



Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Certificate of Registration (COR) Php 1,000 per issuance <i>No payment of fees if COR application is applied together with License to Operate (LTO)</i>	



5. VFO-OIMD05 Issuance of License to Operate (LTO) for Liquefied Petroleum Gas (LPG) Establishments

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

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Refiller, dealer, retailer, owner/operator of centralized piping for Liquefied Petroleum Gas (LPG)	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	REPUBLIC ACT NO. 11592 - AN ACT ESTABLISHING THE REGULATORY FRAMEWORK FOR THE SAFE OPERATIONS OF THE LIQUEFIED PETROLEUM GAS INDUSTRY, DELINEATING THE POWERS AND FUNCTIONS OF VARIOUS GOVERNMENT AGENCIES, DEFINING AND PENALIZING CERTAIN PROHIBITED ACTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent, indicating business name, owner, business address, and contact information. (1) Original Copy		Applicant / Client
2. Executive briefer of operation (1) Original Copy		Applicant / Client
3. Scaled layout plan of the establishment (1) Original Copy Or (1) Photo Copy		Applicant / Client
4. Business registration for the applied business activity Any of the following:		
4.A. Business registration for the applied business activity from Securities and Exchange Commission (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission - Issuing Unit
---- OR ----		
4.B. Business registration for the applied business activity from Department of Trade and Industry (1) Original Copy Or (1) Photo Copy		Department of Trade and Industry - Issuing Unit
---- OR ----		
4.C. Business registration for the applied business activity from Cooperative Development Authority (1) Original Copy Or (1) Photo Copy		Cooperative Development Authority - Issuing Unit
5. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
6. Latest General Information Sheet (GIS) if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
7. Business permit for the applied business activity Any of the following:		
7.A. Business permit for the applied business activity from the Local Government Unit (1) Original Copy Or (1) Photo Copy		Local Government Unit - Mayor's Office
---- OR ----		
7.B. PEZA Certificate of Registration (1) Original Copy		Philippine Economic Zone Authority - Issuing Unit
8. Bureau of Internal Revenue registration for the applied business activity (1) Original Copy Or (1) Photo Copy		Bureau of Internal Revenue - Issuing Unit
9. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Original Copy Or (1) Photo Copy		Land Transportation Office - Issuing Unit
10. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy		Bureau of Fire Protection - Issuing Unit
11. Fire safety inspection certificate from Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy		Bureau of Fire Protection - Issuing Unit



12. Occupancy permit per establishment from the Office of the Building Official (1) Original Copy Or (1) Photo Copy	LGU - Office of the Building Official - Issuing Unit
13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy	Applicant / Client
14. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy Or (1) Photo Copy	Applicant / Client
Sub Requirement	
14.A. Full and front and back views of establishment;	
14.B. Price display board (Not Applicable for Refiller);	
14.C. Measuring Device/s;	
14.D. LPG cylinders;	
14.E. Safety and informational signs;	
14.F. Display board showing the Facility registered business name and address	
15. Fire prevention and response manual (1) Original Copy Or (1) Photo Copy	Applicant / Client
16. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For LPG Refiller	
A.1. Notarized application form – Annex E (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.2. Checklist of requirements - Annex E-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.3. Company profile form – Annex E-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.4. Outlet profile form - Annex E-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.5. List of transport motor vehicle per total company basis with supporting documents - Annex E-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B. For LPG Dealer	
B.1. Notarized application form – Annex F (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.2. Checklist of requirements - Annex F-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.3. Company profile form – Annex F-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.4. Outlet profile form - Annex F-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C. For LPG Retailer	
C.1. Notarized application form – Annex G (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.2. Checklist of requirements - Annex G-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.3. Company profile form – Annex G-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.4. Outlet profile form - Annex G-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.5. List of transport motor vehicle per total company basis with supporting documents - Annex G-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
D. For LPG Centralized Piping System Owner/Operator	



D.1. Notarized application form – Annex I (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.2. Checklist of requirements - Annex I-1 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.3. Company profile form – Annex I-2 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.4. Outlet profile form - Annex I-3 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.5. List of transport motor vehicle per total company basis with supporting documents - Annex I-4 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.6. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Original Copy		Department of Science and Technology - Issuing Unit		
D.7. Permit to operate unfired pressure vessel per tank for LPG business from the (DOLE) (1) Original Copy		Department of Labor and Employment - Issuing Unit		
D.8. Environmental compliance certificate per establishment from the DENR (1) Original Copy		Department of Environment and Natural Resources - Issuing Unit		
D.9. LPG spill prevention and response manual (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days.	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official	Standard Fees Breakdown:	3 hour/s	Collecting Officer; VFO - Cashier



Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.	Receipt (OR); give the original to the client and a photocopy.	License to Operate: PHP 3500 Total: PHP 3500		
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be thoroughly assessed based on the requirements provided under the DOE Department Circular DC 2022-11-0037 or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry



				Management Division (VFO- OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 20 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 3500	



6. VFO-OIMD06 Issuance of Certification for Hauler (Own-use)

DOE-OIMB issuance of Certification for Hauler (Liquid Fuels Retail Outlet – Retail Outlet Own-Used Delivery Vehicles) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”.

Office or Division:	Oil Industry Management Division (VFO-OIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Downstream Oil related business / activities within Region VI, VII, VIII, and NIR			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-out and notarized application form complete with the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of owner or authorized representative if partnership/corporation/cooperative. DOE-VFO-EIMD-QF-47 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division			
Remarks: Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details DOE-VFO-EIMD-QF-47				
2. Authenticated copy of LTO Registration OR and CR (1) Original Copy	Land Transportation Office - Issuing Unit			
3. Authenticated copy of DOST Calibration Certificate (1) Original Copy Or (1) Electronic Copy	Department of Science and Technology - Issuing Unit			
4. Authenticated copy of Permit to Transport Flammable Liquid by Tank Truck or Conveyance Clearance (Preferably to include terminal of origin to point of destination) (1) Original Copy Or (1) Electronic Copy	Bureau of Fire Protection - Issuing Unit			
5. Copy of COC of Retail Outlet, as applicable (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal



	and shall be forwarded to the assigned processor.			Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification for hauler: PHP 1050 Total: PHP 1050	3 hour/s	Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing. 3.2. a. The application shall be assessed as to completeness, format, validity and substance based on the accepted standards and issuances related to the Liquid Fuels Retail Outlet – Retail Outlet Own-Used Delivery Vehicles b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the certification 3.3. The Chief SRS /Supervising SRS shall review the application and endorse the certification for approval and issuance of Certificate. All other documents are returned to the Assigned Staff for filing. 3.4. The Director shall affix his approval of the certification. The approved/disapproved Certification shall be returned to the Assigned Staff for appropriate action.	None	1 working day/s 7 working day/s 4 working day/s 2 working day/s, 4 hour/s	- Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD) - Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD) - Director; Department of Energy - Visayas Field Office



	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1050		



7. VFO-OIMD07 Issuance of Certification for Status of DOI Participants

In situations where a juridical person requests a certification on the status of DOI participants solely for any legal purpose.

Office or Division:	Oil Industry Management Division (VFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Downstream Oil related business / activities for Gasoline Stations			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Intent indicating the name, address, and contact details of the requesting party, and its purpose. (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location:	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification: PHP 500	3 hour/s	Collecting Officer; VFO - Cashier



5th Floor, Escario Building, Escario St., Cebu City, Cebu		Total: PHP 500		
Notes/Instruction: <i>The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.</i>				
3. Client submits the copy of the official receipt of payment of required fees Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The processor shall verify the status of DOI Registration. b. For compliant application, the processor shall prepare the Certification.		4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the certification for approval. All other documents are returned to the Assigned Staff for filing.		1 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval on the certification.		1 working day/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)

**General Remarks**

The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.

If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 500



Energy Resource Development Division (MFO-ERDD)
External Services



1. MFO-ERDD01 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders – New and Renewal

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

Office or Division:	Energy Resource Development Division (MFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Any interested individual within Mindanao, who is a Filipino Citizen, of legal age, and a resident of the place or area where the coal deposit is located, as certified to by its Barangay Captain and the Local Mayor.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	P.D. 972 and BED Circular No. 87-03-001
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative (1) Original Copy	Applicant / Client
2. Filled out Application Form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division
3. Survey Plan (1 mylar, 2 whiteprints) - Signed and sealed by Geodetic Engineer (1) Original Copy	Applicant / Client
4. Technical Description (1) Original Copy	Applicant / Client
5. Lot Data Computation (1) Original Copy	Applicant / Client
6. Area Clearance from DOE-ITMS (1) Photo Copy	Department of Energy - Information Technology and Management Services
7. Certification of Residency (1) Photo Copy	Local Government Unit - Barangay and Municipal/ City
Remarks: Submit each of the following: a. Certificate of residency from incumbent Barangay Captain b. Certificate of residency from incumbent Municipal/City Mayor	
8. Work Program (Signed and sealed by the Mining Engineer of the respective Supervising COC holder) (1) Original Copy	Applicant / Client
Remarks: The Work Program must contain the following details: a. Computation of Coal Reserves b. Mining Method to be used c. Projection of Daily and Annual Production Rates d. Table of Organization e. List of Mining Equipment f. Geological Map of Area Applied, Scale 1:1000 g. Detailed Mine Plan, Scale 1:1000 h. Production Cost per metric ton i. Minimum Acceptable Market Price per metric ton	
9. Certificate of Bank Deposit as proof of working capital of not less than Php 10,000.00 (1) Photo Copy	Applicant / Client



10. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy		City/Municipality - Local Assessor's Office		
Sub Requirement				
10.A. To submit Transfer Certificate of Title / Original Certificate of Title / any other proof of ownership of the land; whichever applicable.				
10.B. If the property is within a coal reservation, the submission of the latest Real Property Tax Declaration is required.				
10.C. If applicant is not the registered owner of the land - submit notarized contract of lease / memorandum of agreement / deed of sale / agreement, whichever is applicable, stating that the applicant is allowed to use land for SSCMP purposes.				
11. Operating Agreement (1) Original Copy		Applicant / Client		
12. Contract of Purchase and Sale (1) Original Copy		Applicant / Client		
13. Certification from NCIP Any of the following:				
13.A. Certification Precondition (CP), if the applied area overlaps with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy		National Commission on Indigenous Peoples -		
---- OR ----				
13.B. Certificate of Non-Overlap (CNO), if the applied area does not overlap with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy		National Commission on Indigenous Peoples -		
For Situational Requirement				
A. For Renewal Application - All of the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	• Senior Science Research Specialist / Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	• Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	• Legal Officer; Legal Section (MFO-Legal)



	1.7. ERDD to prepare billing statement through COMS V2.1.		5 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.8. Approval of billing statement		5 minute/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.9. Accounting Staff to issue Order of Payment. Once received, MFO-ERDD notifies the applicant via email to pay application fee.		10 minute/s	- Accounting Staff; Accounting Division (AD) - Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
2. Applicant pays the application fee within 2 working days (DOE-MFO/ Bank or Online Payment Facility) Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: For walk-in, applicant pays thru cash/ postal money order/ manager's check at DOE-MFO. For online payment, client sends the copy of proof of payment. MFO official email address: doe.mfo@doe.gov.ph.	2.1. MFO accept and process payment and issue Official Receipt.	Possible Fees Breakdown: below 1 hectare: PHP 1000 1.1 to 2 hectares: PHP 2000 2.1 to 3 hectares: PHP 3000 3.1 to 4 hectares: PHP 4000 4.1 to 5 hectares: PHP 5000	25 minute/s	Collecting Officer; Office of the Director (MFO-OD)
	2.2. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	2.3. Final review and approval of SSCMP application.		2 working day/s	Director; Office of the Director (MFO-OD)
	2.4. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Small-Scale Coal Mining Permit.		3 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
- below 1 hectare : 1000 1.1 to 2 hectares : 2000				



- **2.1 to 3 hectares** : 3000
- **3.1 to 4 hectares** : 4000
- **4.1 to 5 hectares** : 5000



2. MFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent New and Renewal

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

Office or Division:	Energy Resource Development Division (MFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Any interested individual within Mindanao, who is a Filipino Citizen, of legal age, and a resident of the place or area where the coal deposit is located, as certified to by its Barangay Captain and the Local Mayor.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	P.D. 972 and BED Circular No. 87-03-001	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative (1) Original Copy	Applicant / Client	
2. Filled out Application Form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	
3. Survey Plan (1 mylar, 2 whiteprints) - Signed and sealed by Geodetic Engineer (1) Original Copy	Applicant / Client	
4. Technical Description (1) Original Copy	Applicant / Client	
5. Lot Data Computation (1) Original Copy	Applicant / Client	
6. Area Clearance from DOE-ITMS (1) Photo Copy	Department of Energy - Information Technology and Management Services	
7. Certification of Residency (1) Photo Copy	Local Government Unit - Barangay and Municipal/ City	
Remarks: <i>Submit each of the following:</i> <i>a. Certificate of residency from incumbent Barangay Captain</i> <i>b. Certificate of residency from incumbent Municipal/City Mayor</i>		
8. Work Program (Signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client	
Remarks: <i>The Work Program must contain the following details:</i> <i>a. Computation of Coal Reserves</i> <i>b. Mining Method to be used</i> <i>c. Projection of Daily and Annual Production Rates</i> <i>d. Table of Organization</i> <i>e. List of Mining Equipment</i> <i>f. Geological Map of Area Applied, Scale 1:1000</i> <i>g. Detailed Mine Plan, Scale 1:1000</i> <i>h. Production Cost per metric ton</i> <i>i. Minimum Acceptable Market Price per metric ton</i>		
9. Certificate of Bank Deposit as proof of working capital of not less than Php 10,000.00 (1) Photo Copy	Applicant / Client	
10. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy	City/Municipality - Local Assessor's Office	



Sub Requirement				
10.A. To submit Transfer Certificate of Title / Original Certificate of Title / any other proof of ownership of the land; whichever applicable.				
10.B. If the property is within a coal reservation, the submission of the latest Real Property Tax Declaration is required.				
10.C. If applicant is not the registered owner of the land - submit notarized contract of lease / memorandum of agreement / deed of sale / agreement, whichever is applicable, stating that the applicant is allowed to use land for SSCMP purposes.				
11. Certification from NCIP Any of the following:				
11.A. Certification Precondition (CP), if the applied area overlaps with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy			National Commission on Indigenous Peoples - Issuing Agency	
---- OR ----				
11.B. Certificate of Non-Overlap (CNO), if the applied area does not overlap with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy			National Commission on Indigenous Peoples - Issuing Agency	
For Situational Requirement				
A. For Renewal Application - All of the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	• Senior Science Research Specialist / Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	• Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	• Legal Officer; Legal Section (MFO-Legal)
	1.7. ERDD to prepare billing statement through COMS V2.1.		5 minute/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



	1.8. Approval of billing statement.		5 minute/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.9. Accounting Staff to issue Order of Payment. Once received, MFO-ERDD notifies the applicant via email to pay application fee.		10 minute/s	- Accounting Staff; Accounting Division (AD) - Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
2. Applicant pays the application fee within 2 working days (DOE-MFO/ Bank or Online Payment Facility) Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: For walk-in, applicant pays thru cash/ postal money order/ manager's check at DOE-MFO. For online payment, client sends the copy of proof of payment. MFO official email address: doe.mfo@doe.gov.ph.	2.1. MFO accept and process payment and issue Official Receipt.	Possible Fees Breakdown: below 1 hectare: PHP 1000 1.1 to 2 hectares: PHP 2000 2.1 to 3 hectares: PHP 3000 3.1 to 4 hectares: PHP 4000 4.1 to 5 hectares: PHP 5000	25 minute/s	Collecting Officer; Office of the Director (MFO-OD)
	2.2. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	2.3. Final review and approval of SSCMP application.		2 working day/s	Director; Office of the Director (MFO-OD)
	2.4. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Small-Scale Coal Mining Permit.		3 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees - below 1 hectare : 1000 1.1 to 2 hectares : 2000 2.1 to 3 hectares : 3000 3.1 to 4 hectares : 4000 4.1 to 5 hectares : 5000				



3. MFO-ERDD03 Issuance of Certificate of Accreditation as Coal End-User (CEU)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, entities that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries must be accredited with the Department of Energy.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (MFO-ERDD)																																				
Classification:	Highly Technical																																				
Type of Transaction:	G2B (Government to Business)																																				
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.																																				
Operating Hours:	8:00 AM - 5:00 PM																																				
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."																																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished application form (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Energy Resource Development Division</td></tr> <tr> <td colspan="2"> Remarks: Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm </td></tr> <tr> <td colspan="2">2. Registration certificate issued by either of the following government agencies: Any of the following:</td></tr> <tr> <td>2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy</td><td>Securities and Exchange Commission (SEC) - Issuing Unit</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.B. Department of Trade and Industry (DTI) (1) Certified True Copy</td><td>Department of Trade and Industry (DTI) - Issuing Unit</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.C. Cooperative Development Authority (CDA) (1) Certified True Copy</td><td>Cooperative Development Authority (CDA) - Issuing Unit</td></tr> <tr> <td>3. Business Permit (1) Certified True Copy</td><td>Local Government Unit - Mayor's Office</td></tr> <tr> <td colspan="2"> Remarks: Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located. </td></tr> <tr> <td>4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy</td><td>Department of Environment and Natural Resources - Environmental Management Bureau</td></tr> <tr> <td>7. Photos of the coal storage facility (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy</td><td>Department of Energy - Mindanao Field Office</td></tr> <tr> <td colspan="2"> Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished application form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	Remarks: Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		2. Registration certificate issued by either of the following government agencies: Any of the following:		2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy	Securities and Exchange Commission (SEC) - Issuing Unit	---- OR ----		2.B. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Unit	---- OR ----		2.C. Cooperative Development Authority (CDA) (1) Certified True Copy	Cooperative Development Authority (CDA) - Issuing Unit	3. Business Permit (1) Certified True Copy	Local Government Unit - Mayor's Office	Remarks: Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.		4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client	5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy	Applicant / Client	6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau	7. Photos of the coal storage facility (1) Original Copy	Applicant / Client	8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy	Department of Energy - Mindanao Field Office	Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																																				
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Remarks: Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm																																					
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Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph																																					



Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU)

The Mindanao Field Office shall prepare a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form.

Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant.

Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy".

For Situational Requirement

A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable.

A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
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Remarks:

Pursuant to DC2025-11-0027, one of the obligations of Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.

B. Proof of authority of the representative of the applicant, if applicable

B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
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Remarks:

Authorized Representative shall attach either of the following:

1. For corporation, submit **Secretary's Certificate with Board Resolution**, stating the full name/s of the authorized representative/s.
2. For cooperative/ single proprietorship, submit **Special Power of Attorney (SPA)**, stating the full name/s of the authorized representative/s.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: <i>If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.</i>	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	Legal Officer; Legal Section (MFO-Legal)
	1.7. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.8. Final review and approval of CEU Accreditation application.		2 working day/s	Director; Office of the Director (MFO-OD)
	1.9. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Coal End-User Accreditation Certificate.		3 hour/s, 45 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. MFO-ERDD04 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (MFO-ERDD)																																				
Classification:	Highly Technical																																				
Type of Transaction:	G2B (Government to Business)																																				
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.																																				
Operating Hours:	8:00 AM - 5:00 PM																																				
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."																																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished application form (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Energy Resource Development Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm </td></tr> <tr> <td colspan="2">2. Registration certificate issued by either of the following government agencies: <i>Any of the following:</i></td></tr> <tr> <td>2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy</td><td>Securities and Exchange Commission (SEC) - Issuing Agency</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.B. Department of Trade and Industry (DTI) (1) Certified True Copy</td><td>Department of Trade and Industry (DTI) - Issuing Agency</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.C. Cooperative Development Authority (CDA) (1) Certified True Copy</td><td>Cooperative Development Authority (CDA) - Issuing Agency</td></tr> <tr> <td>3. Business Permit (1) Certified True Copy</td><td>Local Government Unit - Mayor's Office</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located. </td></tr> <tr> <td>4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC), as applicable, and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy</td><td>Department of Environment and Natural Resources - Environmental Management Bureau</td></tr> <tr> <td>7. Photos of the coal storage facility (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy</td><td>Department of Energy - Mindanao Field Office</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> To process payment, the applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027-Annex A) to doe.mfo@doe.gov.ph </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished application form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		2. Registration certificate issued by either of the following government agencies: <i>Any of the following:</i>		2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy	Securities and Exchange Commission (SEC) - Issuing Agency	---- OR ----		2.B. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Agency	---- OR ----		2.C. Cooperative Development Authority (CDA) (1) Certified True Copy	Cooperative Development Authority (CDA) - Issuing Agency	3. Business Permit (1) Certified True Copy	Local Government Unit - Mayor's Office	<i>Remarks:</i> Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.		4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client	5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy	Applicant / Client	6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC), as applicable, and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau	7. Photos of the coal storage facility (1) Original Copy	Applicant / Client	8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy	Department of Energy - Mindanao Field Office	<i>Remarks:</i> To process payment, the applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027-Annex A) to doe.mfo@doe.gov.ph	
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Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU)- Renewal

The Mindanao Field Office shall prepare a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form.

Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant.

Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy".

9. Financial Clearance (1) Photo Copy	Department of Energy - Conventional Energy Resources Compliance Division (CERCD)
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For Situational Requirement

A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable

A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
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Remarks:

Pursuant to DC2025-11-0027, one of the obligations of Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.

B. Proof of authority of the representative of the applicant, if applicable

B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
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Remarks:

Authorized Representative shall attach either of the following:

1. For corporation, submit **Secretary's Certificate with Board Resolution**, stating the full name/s of the authorized representative/s.
2. For cooperative/ single proprietorship, submit **Special Power of Attorney (SPA)**, stating the full name/s of the authorized representative/s.

C. In case the documentary requirements submitted for its previous Accreditation as CEU application remain valid and unchanged as of the time of application for renewal

C.1. The applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements. (1) Original Copy	Applicant / Client
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Remarks:

Downloadable Form: <https://bit.ly/AnnexB-SwornCertification>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: <i>If necessary, the DOE may conduct site verification: Provided, That the conduct of site verification shall suspend the period for acting on the application: Provided, further, That the site verification shall be conducted within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.</i>	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	Legal Officer; Legal Section (MFO-Legal)
	1.7. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.8. Final review and approval of CEU Accreditation- Renewal application.		2 working day/s	Director; Office of the Director (MFO-OD)
	1.9. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Coal End-User Accreditation - Renewal Certificate.		3 hour/s, 45 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		



Total Processing Fee:	Total Standard Fee: None
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5. MFO-ERDD05 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

ISO 9001:2015 Certified

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

Office or Division:	Energy Resource Development Division (MFO-ERDD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Assigned Safety Engineer and Safety Inspector of Small-Scale Coal Mining Permit (SSCMP) Holders.
Operating Hours:	24/7
Statute:	Republic Act No. 11234, also known as "An Act Establishing the Energy Virtual One-Stop Shop (EVOSS) for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects".
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly Accomplished ERDB Form No. DOE-ERDB-QF-001 (1) Electronic Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division
<i>Remarks:</i> EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms	
2. Endorsement from the SSCMP holder addressed to the Concerned Director (1) Electronic Copy	Applicant / Client
3. Digital 2"x2" ID Photo (minimum 600x600 pixels, any plain background color, dress code: with collar taken not less than three (3) months at the time of the application. (1) Electronic Copy	Applicant / Client
4. Signed Resume (1) Electronic Copy	Applicant / Client
5. Valid Police Clearance with copy of Official Receipt of the Payment (1) Electronic Copy	Philippine National Police - Issuing Unit
For Situational Requirement	
A. For Safety Engineer	
A.1. Valid PRC License for Mining Engineer PRC License - Professional Regulation Commission	
Sub Requirement	
A.1.A. A. Permanent Registration	
A.1.A.1. Certificate of Employment showing at least two (2) years working experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines. (1) Electronic Copy	Applicant / Client
A.1.A.2. Certificate/s of Training in General Safety and Health related to Mining Operations with at least a cumulative of eight (8) hours (1) Electronic Copy	Applicant / Client
A.1.B. B. Temporary Registration (Graduate of a Mining Engineering Course)	
A.1.B.1. Valid PRC License for Mining Engineer PRC License - Professional Regulation Commission	
A.1.B.2. Certificate of Employment showing experience in underground coal mines or surface mining operations for surface coal mines (1) Electronic Copy	Applicant / Client
A.1.B.3. Certificate/s of Training in General Safety and Health related to Mining Operations	Applicant / Client



(1) Electronic Copy				
A.1.C. C. Temporary Registration (Any other Engineer, Geologist, Metallurgist and Chemist)				
A.1.C.1. Certificate of Employment showing at least one (1) year experience as Safety Inspector in an underground or surface coal mines (1) Electronic Copy		Applicant / Client		
B. For Safety Inspector				
Sub Situational Requirement/s				
B.a. Graduate of a Mining Engineering Course				
B.a.1. College Diploma (1) Electronic Copy		Applicant / Client		
B.b. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.b.1. College Diploma (1) Electronic Copy		Applicant / Client		
B.b.2. Certificate of Employment showing at least one (1) year experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.c. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.c.1. College Scholastic Records (1) Electronic Copy		Applicant / Client		
B.c.2. Certificate of Employment showing at least three (3) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.d. High School Graduate				
B.d.1. High School Diploma (1) Electronic Copy		Applicant / Client		
B.d.2. Certificate of Employment showing at least five (5) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.e. High School Undergraduate				
B.e.1. High School scholastic Records (1) Electronic Copy		Applicant / Client		
B.e.2. Certificate of Employment showing at least ten (10) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits through the EVOSS System the complete Set of Documentary Requirements Location: EVOSS System (https://www.evoss.ph/) Notes/Instruction: <i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate, and notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Complete Certificate</i> <i>For incomplete documents, ERDD uploads the Rejection Letter signed by the MFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application</i>	1.1. ERDD checks the completeness and consistency of the submission*	None	3 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. Prepare the Order of Payment		12 hour/s	Accounting Staff; Accounting Division (AD)
	1.3. ERDD uploads the Order of Payment and encodes the Serial No. (EVOSS System notifies the Applicant and MFO Collecting Officer thru a system generated email notification to pay the processing fee within 3 working days)		12 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



2. Applicant pays the application/processing fee within 3 working days* Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: Applicant pays thru cash/ postal money order/ manager's check/online payment Applicant uploads the proof of payment in EVOSS (https://www.evoss.ph/) Notes/Instruction: <i>*If the applicant fails to pay the application/processing fee within 3 working days, ERDD uploads the Rejection Letter signed by the Concerned Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and MFO Collecting Officer of the cancellation due to non payment.</i> <i>**For payment is not valid, EVOSS System notifies the Applicant and ERDD thru a system generated email notification. ERDD uploads the Rejection Letter signed by the MFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and Treasury Division or Concerned Field Collecting Officer of the cancellation due to invalid payment</i> <i>***If application exceeded 11 calendar days, EVOSS System notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Approved Certificate</i> <i>If NOT QUALIFIED, ERDD disapproves the application and uploads the Disapproval Letter signed by the Concerned Director. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application.</i>	2.1. MFO Collecting Officer validates the proof of payment **	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s	Collecting Officer; Office of the Director (MFO-OD)
	2.2. MFO Collecting Officer uploads the Official Receipt and encodes the OR Number. (EVOSS System notifies the Applicant and ERDD thru a system generated email notification of the uploaded Official Receipt)		1 working day/s	Collecting Officer; Office of the Director (MFO-OD)
	2.3. ERDD conducts Technical Evaluation of the submitted application. *** EVOSS System creates the deliverable in the System (Start of Day 1 (1/11 Calendar Days)		5 calendar day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	2.4. MFO Director reviews the endorsed application.***		5 calendar day/s	Director; Office of the Director (MFO-OD)
	2.5. ERDD uploads the signed and approved Safety Engineer's/ Inspector's Permit.*** (EVOSS System notifies the Applicant thru a system generated email notification of the Approved Safety Engineer's/ Inspector's Permit.)		1 calendar day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)

General Remarks

Disclaimer: The official processing timeline for EVOSS-covered services is counted in **calendar days**, starting from the submission of complete documentary requirements. This is based on:

- **Section 13(a), Republic Act No. 11234:** The time frame shall be counted from the submission of complete documentary requirements.
- **Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007:** The completeness of submission triggers the start of the processing time.
- This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of **sixty (60) calendar days**.

If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on **EVOSS.ph** for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.



In compliance with Republic Act No. 11234, also known as "*An Act Establishing the Energy Virtual One-Stop Shop*"

All Projects from the Mindanao Region

- Evaluator: MFO-ERDD
- Payment validation: MFO Collecting Officer
- Uploading of the Official Receipt: MFO Collecting Officer

All Project from the Visayas Region

- Evaluator: VFO-ERDD
- Payment validation: VFO Collecting Officer
- Uploading of the Official Receipt: VFO Collecting Officer

All Project from the Luzon Region

- Evaluator: CNMD
- Payment validation: Treasury Division
- Uploading of the Official Receipt: Treasury Division

For COC Project Applications:

All Projects - directed to CNMD

Total Processing Time:	Calendar Days: 11 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 550



6. MFO-ERDD06 Issuance of Coal Transport Permit (CTP)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, for every delivery of coal, accredited Coal Traders, Coal End-Users, and Holders of Small-Scale Coal Mining Permits shall request the issuance of a **Coal Transport Permit** from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the ERDB-CNMD.

DOE issued an Advisory dated 02 March 2026, regarding the Guidelines on the Issuance of Coal Transport Permits (Interim Arrangement) https://drive.google.com/file/d/1vQ4AncfKI_l86Dt8ceEaqAENloThQQv2/view?usp=drive_link

Under this interim arrangement, COCs, SSCMPs, and CTs may request for the issuance of up to twenty (20) CTPs upon submission of the duly accomplished Application Form, hereto attached as Annex A, and payment of a fee amounting to One Hundred Pesos (Php100.00) per CTP (per truck) requested. Immediately after each delivery, the requesting party shall provide the ERDB or the concerned DOE Field office, via email, with the duly accomplished CTP containing all the required data and information.

Office or Division:	Energy Resource Development Division (MFO-ERDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All accredited Coal Traders and holders of Small-Scale Coal Mining Permits engaged in the delivery of coal.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Mindanao Field Office- Energy Resource Development Division	
Remarks: DC2025-11-0027_A2026-01_Annex A- Application for Coal Transport Permits (Interim Arrangement) Downloadable Form: https://bit.ly/AnnexA-InterimArrangement				
2. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Mindanao Field Office- Office of the Director	
Remarks: To process payment, applicants shall submit the scanned copy of the duly accomplished Application Form for the issuance of Coal Transport Permits under an Interim Arrangement (DC2025-11-0027_A2026-01_Annex A) to mfo.erdd@doe.gov.ph Email Subject: INTERIM ARRANGEMENT REQUEST FOR CTPS_<Business Name> An Order of Payment shall be sent to the requesting party's email address as indicated in the application form. The following non-refundable processing fee, net of all charges, shall be paid by the requesting party: • Php 100.00/truck per delivery • Barges: ≤3,000MT - Php 1,000.00 per delivery >3,001-6,000MT - Php 2,000.00 per delivery >6,001-10,000MT - Php 3,000.00 per delivery >10,001 MT - Php 4,000.00 per delivery The basis of weight is the draft survey report.				
For Situational Requirement				
A. Additional Requirements for Holders of Small-Scale Coal Mining Permits (SSCMPs)				
A.1. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
Remarks: The applicant shall include the following: • Clear, geotagged, and timestamped photographs of the coal stockpile, taken not earlier than two (2) days prior to the date of application.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documentary requirements via	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown:	1 working day/s, 4 hour/s	• Senior Science Research



email Location: Department of Energy- Mindanao Field Office Email: mfo.erdd@doe.gov.ph Applications filed with the Mindanao Field Office- Energy Resource Development Division shall be sent to the designated Google Form for CTP Interim Arrangement Application (Form Link and instructions will be sent by MFO via mfo.erdd@doe.gov.ph)		Late processing fee - Truck: PHP 200 Late processing fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		Specialist (Sr. SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Energy Resource Development Division (MFO-ERDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Chief Science Research Specialist or Supervising Science Research Specialist		2 working day/s	• Senior Science Research Specialist (Sr. SRS)/Science Research Specialist II (SRS II); Energy Resource Development Division (MFO-ERDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) to the MFO Director		2 working day/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.4. Review and approve Coal Transport Permit (CTP)		1 working day/s	• Director; Office of the Director (MFO-OD)
	1.5. Email the approved Coal Transport Permit (CTP) in .pdf form to the applicant		4 hour/s	• Senior Science Research Specialist (Sr. SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • Late processing fee - Truck : 200 • Late processing fee - Barge ≤3,000MT : 2000 • Late processing fee - Barge >3,001-6,000MT : 4000 • Late processing fee - Barge >6,001-10,000MT : 6000 • Late processing fee - Barge >10,001MT : 8000				



Office of the Director (MFO-OD)
External Services



1. MFO-OD01 Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

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

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Suppliers/Bidders/Merchants			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Situational Requirement				
A. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)				
A.1. Billing Invoice / Statement of Account (1) Original Copy			Applicant / Client	
A.2. Notice of Award (1) Original Copy			Applicant / Client	
A.3. Contract (1) Original Copy			Applicant / Client	
A.4. Notice to Proceed (1) Original Copy			Applicant / Client	
B. Janitorial / Security and other Service Provider				
B.1. Billing Invoice / Statement of Account (1) Original Copy			Applicant / Client	
B.2. Duly Approved Daily Time Record (1) Original Copy			Applicant / Client	
B.3. Duly approved attendance sheet with total no. of hours/days worked by Individual janitors and security guards (1) Original Copy			Applicant / Client	
B.4. Notice of Award (1) Original Copy			Applicant / Client	
B.5. Contract (1) Original Copy			Applicant / Client	
B.6. Notice to Proceed (1) Original Copy			Applicant / Client	
C. Salaries (Salary of individuals hired as Job order)				
C.1. Accomplishment Report (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Shall be submitted by the Concerned Job Order Personnel</i>				
C.2. Approved Daily Time Record (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Shall be submitted by the Concerned Job Order Personnel</i>				
D. Job Order for Repair and Maintenance				
D.1. Billing Invoice / Statement of Account (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit billing invoice/ Statement of Account (SOA) and other pertinent documents	1.1. Receive, evaluate, review and process Disbursement	None	1 working day/s	• Administrative Officer II; Office of



Location: Department of Energy-Mindanao Field Office 3rd Floor, Tolentino 2020 Bldg., Candelaria Ave., Ecoland, Matina, Davao City	Vouchers (DV) of its required documents		the Director (MFO-OD)
	1.2. Prepare DV and indicate and record the DV date, number, particulars and amount in individual index of payment	6 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.3. Compute for applicable taxes	2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.4. Prepare Certificate of taxes withheld (BIR Form 2307)	2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.5. Certify DV (Box A- as to approval of expenses/cash advance necessary)	2 hour/s	• Administrative Officer IV; Office of the Director (MFO-OD)
	1.6. Certify DV (Box C - of as to availability of cash and completeness of documents)	2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.7. Approve DV (Box D - as to approval of payment)	4 hour/s	• Director; Office of the Director (MFO-OD)
	1.8. Issue check to provider/supplier	1 hour/s	• Administrative Officer IV; Office of the Director (MFO-OD)
	1.9. Encode and print necessary details on the check	1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.10. Signing of check with DV and its supporting documents	1 working day/s	• Disbursing Officers; Office of the Director (MFO-OD)
	1.11. Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger	4 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
General Remarks Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None	



2. MFO-OD08 Endorsement of the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

To ensure transparency and proper asset management, unserviceable government property is disposed of through donation or transfer, which includes moving items no longer needed by one agency to another government entity or qualified non-profit, often at no cost, while complying to strict procedures such as inspection, appraisal, and approval from bodies such as the Commission on Audit (COA) (COA) and Department of Budget and Management (DBM). The procedure frees up space, saves storage costs, and guarantees that valuable assets are not misused in accordance with the Revised Manual on the Disposal of Government Properties and National Budget Circular No. 425.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Other Government Entities / LGUs / SUCs / Schools			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Intent from Qualified Recipients/ Donee - Donation (1) Original Copy			Other Government Entities / LGUs / SUCs / Schools - Other Government Entities / LGUs / SUCs / Schools	
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale (1) Original Copy			Department of Energy - Mindanao Field Office - Mindanao Field Office - Office of the Director (MFO-OD)	
3. Return to Store (RTS) – Donation and Sale (1) Original Copy			Department of Energy - Mindanao Field Office - Mindanao Field Office - Office of the Director (MFO-OD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Letter Request of Property, Plant and Equipment (PPE) And Semi-Expendable Items thru Donation or Transfer without Cost Location: Department of Energy-Mindanao Field Office (DOE-MFO) Mindanao Field Office - Office of the Director (MFO-OD)	1.1. Receive letter of intent/request	None	30 minute/s	• Property Officer; Office of the Director (MFO-OD)
	1.2. Checks the availability of PPE and Semi- Expendable Items in the inventory list.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.3. Draft letter of request to GSD & COA for inspection of the said PPE And Semi-Expendable Items for Donation.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.4. Checks if the item/s are functioning in coordination with ITMS if the items are IT equipment, GSD for motor vehicles together with COA for inspections.		2 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.5. Prepares pertinent documents for donation to be endorsed to the Disposal Committee -Central Office for approval.		2 working day/s	• Property Officer; Office of the Director (MFO-OD)
	1.6. Transmit complete documents for the request for donation to Central Office		1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.7. After receiving the approval from the Disposal Committee, coordinate with Donee and request signature for DOD and PTR.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
2. Submits signed and notarized DOD and PTR Location: Department of Energy-Mindanao Field Office (DOE-MFO)	2.1. Receive notarized DOD and prepare the Property Gate Pass	None	30 minute/s	• Property Officer; Office of the Director (MFO-OD)



Mindanao Field Office-Office of the Director (MFO-OD)	2.2. Release properties for donation to Donee as scheduled with the presence of COA representative.		1 hour/s	Property Officer; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. MFO-OD10 Legal Clearance (Certificate of No Violations)

Walk-in transaction only. For renewal of licenses/permits for ERDD and OIMD applicants.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Applicant			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Accomplished request form for legal clearance (1) Original Copy			Department of Energy - Mindanao Field Office - Office of the Director	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of accomplished request form for legal clearance Location: Department of Energy - Mindanao Field Office Notes/Instruction: If with pending case: Return request for legal clearance If without pending case: Legal Officer to issue legal clearance	1.1. Receive request for legal clearance	None	1 hour/s	Assigned Staff; Office of the Director (MFO-OD)
	1.2. Evaluation by Legal Officer		6 hour/s	Legal Officer; Office of the Director (MFO-OD)
	1.3. Issuance and release of legal clearance		1 hour/s	Assigned Staff; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Oil Industry Management Division (MFO-OIMD)
External Services



1. MFO-OIMD01 Issuance of Certification for Hauler (Retail Outlet-Own Use)

Issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet- Supplied Other Forms of Conveyance) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Any gasoline stations operating in Mindanao, except those in BARMM—such as Liquid Fuels Retail Outlets (LFROs), Technology Solution Retail Outlets (TSROs), and Marine Retail Outlets—that hold a valid Certificate of Compliance (COC) may apply for a hauler for their own use.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-out and notarized application form complete with the following information: (1) Original Copy			Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for Securing Certification for Hauler (Own-Use) Access thru this link: https://drive.google.com/drive/folders/1A6GI8Pfy7G715vTm8fNMv4OjQyg-XbcF				
2. LTO OR/CR of Tank Truck/s (1) Certified True Copy			Land Transportation Office (LTO) - Operations Division	
3. DOST Calibration Certificate for the Tank Truck/s (1) Certified True Copy			Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Certified True Copy			Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division	
5. Certificate of Compliance (COC) of Retail Outlet/s (1) Certified True Copy			Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
6. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Department of Energy-Mindanao Field Office - Legal Section	
<i>Remarks:</i> This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbUveizKVY_WbvYgVu/view?usp=drive_link				
For Situational Requirement				
A. If the applicant is a representative of the corporation/company;				
A.1. If the applicant is a representative of the corporation/company; Any of the following:				
A.1.A. Secretary's Certificate (for corporation) (1) Original Copy			Applicant / Client	
---- OR ----				
A.1.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-	1.1. Review of completeness of documents against checklist of	None	15 minute/s	• Science Research Specialist II; Oil



OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	requirements. Document Tracking/ Logging			Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certification for Hauler: PHP 1050 Total: PHP 1050	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certification for Hauler and cover letter		1 working day/s, 6 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		4 hour/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Certification for Hauler to client		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		10 minute/s	Science Research Specialist II; Oil Industry Management



				Division (MFO-OIMD)
General Remarks Haulers-For-Own Use are not permitted to provide liquid fuel to other gas stations. If you plan to supply or deliver liquid fuel to other gas stations, you must obtain registration as an LF Bulk Distributor from the Oil Industry Management Bureau in Taguig, Manila. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 7 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 1050	



2. MFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation within Regions IX, X, XI, XII and XIII pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. OIMB/FO duly acknowledged format letter-request containing the following information (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client
3. Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1) Certified True Copy	Applicant / Client
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Photo Copy	LTO/LTFRB/LGU - Issuing Unit
6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others (1) Certified True Copy	Applicant / Client
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
Remarks: Name of List of Dispensing Pumps Form: Sample List of Dispensing Pump Access thru this link: https://drive.google.com/drive/folders/1jx8eXrqJcXwXZqcJ0Myg2fBdFqgBxMZx	
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement Construction Contractor (1) Photo Copy	Applicant / Client
9. Accomplished DOE Form on Undertaking (1 copy) (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Affidavit Form: AFFIDAVIT OF UNDERTAKING FOR CERTIFICATE OF NON-COVERAGE Access thru this link: https://drive.google.com/drive/folders/1jx8eXrqJcXwXZqcJ0Myg2fBdFqgBxMZx	
10. Latest photographs (in 5R size) showing: (1) Original Copy	Applicant / Client
Sub Requirement	



10.A. Full/front, right, and left side views of the retail outlet				
10.B. Required stickers/labels for RON, E10 and B2, among others				
10.C. Safety and informational signs				
11. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Applicant / Client	
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbZkxylblUveizKVY_WbvgYgVu/view?usp=drive_link				
For Situational Requirement				
A. If the applicant is a representative of the corporation/company				
A.1. If the applicant is a representative of the corporation/company; Any of the following:				
A.1.A. Secretary's Certificate for corporation) (1) Original Copy			Applicant / Client	
---- OR ----				
A.1.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Issuance of Certification (CNC): PHP 3100 Total: PHP 3100	30 minute/s	• Collecting Officer; MFO - Cashier



3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of CNC and cover letter		12 working day/s, 6 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of CNC to client		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



3. MFO-OIMD03 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

ISO 9001:2015 Certified

Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All persons engaged or intending to engage in the business of retailing Liquid Fuels within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Filled-out and notarized application form complete with the following information: (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for COC Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: Affidavit of Undertaking Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
For Situational Requirement	
A. Supporting Documents for New (1st Issuance)	
A.1. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Certified True Copy Or (1) Original Copy	Applicant / Client
A.2. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1) Original Copy	Applicant / Client
Remarks: Name of Application Form: PNS Sample Only Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
A.3. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
Remarks: Name of Application Form: List of Dispensing Pumps Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
A.4. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement	Applicant / Client



Construction Contractor (1) Photo Copy	
A.5. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
A.6. Latest photographs (in 5R size) showing: (1) Original Copy	Applicant / Client
Sub Requirement	
A.6.A. Full/front, right, and left side views of the retail outlet	
A.6.B. Required stickers/labels for RON, E10 and B3, among others	
A.6.C. Price display board	
A.6.D. Sealed Calibration Mechanism/s of Machines	
A.6.E. Safety and informational signs	
A.6.F. Air/water facility	
A.6.G. No unleaded markings	
A.6.H. Valid calibrating bucket	
A.6.I. Clean Restroom	
A.6.J. Weekly Calibration Logbook	
A.7. If the applicant is a representative of the corporation/company; Any of the following:	
A.7.A. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.7.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
A.8. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
Remarks: <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgYgVu/view?usp=drive_link	
B. Supporting Documents for Renewal	
B.1. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.2. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
B.3. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
B.4. Reportorial Requirements (Under oath; submitted every 30th day of January) - Data on Purchase, Sales and Inventory in Volume (1) Original Copy	Applicant / Client
B.5. Photocopy of previous Certificate of Compliance COC (1) Photo Copy	Applicant / Client
B.6. If the applicant is a representative of the corporation/company; Any of the following:	
B.6.A. If the applicant is a representative of the corporation/company; (1) Original Copy	Applicant / Client
---- OR ----	
B.6.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client



B.7. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Department of Energy-Mindanao Field Office - Legal Section	
Remarks: <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvYgVu/view?usp=drive_link				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email address: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements.	None	15 minute/s	• Science Research Assistant; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of applicable fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Possible Fees Breakdown: New Application Fee: PHP 3100 Renewal Fee: PHP 3000	30 minute/s	• Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Receipt of application and assignment to respective section/personnel	None	1 working day/s	• Computer Operator I; Oil Industry Management Division (MFO-OIMD)
	3.2. Processor logged in the MFO suite database		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Processing of application and preparation of COC		13 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.4. Encoding of the COC		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.5. Review of the application for endorsement to Director		1 working day/s	• Chief Science Research



				Specialist; Oil Industry Management Division (MFO-OIMD)
	3.6. Director approves the application		2 working day/s	• Director III; Department of Energy - Mindanao Field Office
	3.7. Release of COC to client		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.8. File copy of the application and action for safekeeping		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• New Application Fee : 3100 • Renewal Fee : 3000				



4. MFO-OIMD04 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled-out and notarized LTO application form – Annex E (1) Original Copy		Department of Energy - Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Refiller Application Annex E</i> Access thru this link: https://docs.google.com/document/d/1Zu9TsFBoAvSlhr6_mRjcm4hyJmQot8jP/edit?tab=t.0		
2. Checklist of requirements - Annex E-1 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
3. Company profile form – Annex E-2 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
4. Refilling plant profile form – Annex E-3 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
5. List of transport motor vehicle on per total company basis with supporting documents - Annex E-4 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
6. Executive briefer of operation (1) Original Copy		Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy		Applicant / Client



8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (DOLE); (1) Certified True Copy	Department of Labor and Employment (DOLE) - Regional Office - Bureau of Working Condition (BWC)
18. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources; (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
19. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
20. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
20.A. Full and front and back views of the establishment	



20.B. Price display board				
20.C. Measuring device/s				
20.D. LPG cylinders				
20.E. Safety and informational signs				
20.F. Display board showing the Facility registered business name and address				
21. Fire prevention and response manual (1) Original Copy	Applicant / Client			
22. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy - Mindanao Field Office- Legal Section			
<i>Remarks:</i> <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> <i>Name of Application Form: Request for Legal Clearance</i> <i>Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgYgVu/view?usp=drive_link</i>				
For Situational Requirement				
A. For newly constructed LPG facilities				
A.1. Occupancy Permit per Establishment (1) Certified True Copy	Local Government Unit - Office of the Building Official			
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>				
B. For Authorized Representative and Signatory				
B.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	• Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database to determine if the LPG Refiller has any record of violations or pending cases, and forward the findings to the Legal Section for assessment and decision.		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location:	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown:	30 minute/s	• Collecting Officer; MFO - Cashier



DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City		License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS) Per Brand: PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of License to Operate (LTO) for LPG Refiller and cover letter		9 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		3 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	• Director III; Department of Energy - Mindanao Field Office
	3.6. Release of License to Operate (LTO) for LPG Refiller to client		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		20 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees • Issuance of Certificate - Authority to Sell (ATS) Per Brand : 1000 • Issuance of Certificate- Authorized Motor Vehicle : 1000				



5. MFO-OIMD05 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 11592 and DC No. 2022-11-0037
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized LTO application form – Annex F (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Application Annex F</i> Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgxs	
2. Checklist of requirements - Annex F-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
3. Company profile form – Annex F-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
4. Outlet profile form - Annex F- (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
5. List of transport motor vehicle on per total company basis with supporting documents - Annex F-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	



<i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Department of Trade and Industry (DTI)
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection - Bureau of Fire Protection
15. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection - Bureau of Fire Protection
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy	DOE recognized training organization - DOE recognized training organization
17. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
17.A. Full and front and back views of the establishment	
17.B. Price display board	
17.C. Measuring device/s	
17.D. LPG cylinders	
17.E. Safety and informational signs	
17.F. Display board showing the Facility registered business name and address	
18. Fire prevention and response manual (1) Original Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section



Remarks:

This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

Name of Application Form: **Request for Legal Clearance**

Access thru this link: <https://docs.google.com/document/d/1jX9em8OoyJ9s9iGk--zNRP7GRWxPpnkC/edit?usp=sharing&oid=105055424694683895701&rtprof=true&sd=true>

For Situational Requirement

A. For newly constructed LPG facilities

A.1. Occupancy Permit per Establishment
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. For Authorized Representative and Signatory

B.1. Notarized Company Secretary's Certificate
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP	30 minute/s	Collecting Officer; MFO - Cashier



		1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of License to Operate (LTO) for LPG Dealer and cover		8 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		3 working day/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		3 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Registration and LTO for LPG Dealer to client		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees Issuance of Certificate - Authority to Sell (ATS) : 1000 Issuance of Certificate- Authorized Motor Vehicle : 1000				



6. MFO-OIMD06 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)																														
Classification:	Highly Technical																														
Type of Transaction:	G2B (Government to Business)																														
Who may avail:	Entities intending to engage in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use																														
Operating Hours:	8:00 AM - 5:00 PM																														
Statute:	RA 11592 and DC No. 2022-11-0037																														
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Notarized LTO application form – Annex H (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO Application Auto-LPG Dispensing Station Owner-Operator Annex H</i> Access thru this link: https://docs.google.com/document/d/1HfxDsJVSxKX5uTSx6YAgdViLP3raCINU/edit?tab=t.0 </td></tr> <tr> <td>2. Checklist of requirements - Annex H-1 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>3. Company profile form – Annex H-2 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>4. Establishment profile form - Annex H-3 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>5. List of motor vehicle per total company basis with supporting documents - Annex H- 4 (1) Certified True Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>6. 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4. Establishment profile form - Annex H-3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)																														
Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375																															
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<i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
19. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
19.A. Full and front and back views of the establishment	
19.B. Price display board	
19.C. Measuring device/s	
19.D. LPG cylinders	
19.E. Safety and informational signs	



19.F. Display board showing the Facility registered business name and address				
20. Fire prevention and response manual (1) Original Copy	Applicant / Client			
21. LPG spill prevention and response manual (1) Original Copy	Applicant / Client			
22. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy - Mindanao Field Office- Legal Section			
<i>Remarks:</i> <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> <i>Name of Application Form: Request for Legal Clearance</i> <i>Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxblUveizKVY_WbvYgVu/view?usp=drive_link</i>				
For Situational Requirement				
A. For newly constructed LPG facilities				
A.1. Occupancy Permit per Establishment (1) Certified True Copy	Local Government Unit - Office of the Building Official			
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>				
B. For Authorized Representative and Signatory				
B.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doe.davao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dispensing Station has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)



2. Payment of Fees Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Auto LPG Dispensing Station and cover letter		7 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	Supervising SRS; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		3 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		3 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for Auto LPG Dispensing Station to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees Issuance of Certificate - Authority to Sell (ATS) : 1000 Issuance of Certificate- Authorized Motor Vehicle : 1000				



7. MFO-OIMD07 Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in cylinders and/or cartridges from one place to another
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 11592 and DC No. 2022-11-0037
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized LTO application form – Annex C (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: 2 MFO Application Independent Hauler of LPG in Cylinder and/or Cartridge Annex C Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgx	
2. Checklist of requirements - Annex C-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
3. Company profile form – Annex C-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
4. List of motor vehicle per company or establishment basis with supporting documents - Annex C- 3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
5. List of marine vessel per company or establishment basis with supporting document - Annex C-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4	



Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtopof=true&sd=true

6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) Any of the following:	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Department of Trade and Industry (DTI)
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority)
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
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9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E- CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
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10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E- CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel. (1) Certified True Copy	Maritime Industry Authority - MARINA Regional Office
16. Fire prevention and response manual for motor vehicle (1) Original Copy	Applicant / Client
17. Fire prevention and response manual for marine vessel; (1) Original Copy	Applicant / Client
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations	Department of Energy-Mindanao Field Office -



(1) Original Copy		Legal Section		
Remarks: <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgYgVu/view?usp=drive_link				
For Situational Requirement				
A. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
Remarks: <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doe.davao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if Independent Hauler of LPG in Cylinder and/or Cartridge has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate-Authorized Motor Vehicle: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location:	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management



DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City				Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Processing of application and preparation of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge and cover letter		12 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		1 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	• Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client		30 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees				
• Issuance of Certificate - Authority to Sell (ATS) : 1000 • Issuance of Certificate- Authorized Motor Vehicle : 1000				



8. MFO-OIMD08 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized LTO application form – Annex G (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>General Remarks</i> <i>Name of Application Form: MFO Annex G - LTO - Retailer Application</i> <i>Access thru this link: https://docs.google.com/document/d/1yUHKbUoeqPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0</i>		
2. Checklist of requirements - Annex G-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: MFO Retailer Checklist, Annex G-1</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=1200790466#gid=1200790466</i>		
3. Company profile form – Annex G-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Company Profile, Annex G-2</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=1160872452#gid=1160872452</i>		
4. Outlet profile form - Annex G-3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Outlet Profile, Annexes G-3</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=194800805#gid=194800805</i>		
5. List of transport motor vehicle on per total company basis with supporting documents - Annex G-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Motor Vehicle, Annex G-4</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=2016031598#gid=2016031598</i>		
6. Executive briefer of operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client	
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>		



8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
17. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
17.A. Full and front and back views of the establishment	
17.B. Price display board	
17.C. Measuring device/s	
17.D. LPG cylinders	
17.E. Safety and informational signs	
17.F. Display board showing the Facility registered business name and address	
18. Fire prevention and response manual (1) Original Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
Remarks:	



This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

Name of Application Form: **Request for Legal Clearance**

Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxblUveizKVY_WbvgYgVu/view?usp=drive_link

For Situational Requirement

A. For newly constructed LPG facilities

A.1. Occupancy Permit per Establishment
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. For Authorized Representative and Signatory

B.1. Notarized Company Secretary's Certificate
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Retailer has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)



	3.2. Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter	13 working day/s, 4 hour/s, 50 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application	1 working day/s	Supervising Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval	1 working day/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application	2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Registration and LTO for LPG Retailer to client	30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping	30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 3500	



9. MFO-OIMD09 Issuance of License To Operate (LTO) for Centralized LPG Piping System

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG through Centralized Piping System	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized LTO application form – Annex I (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Application Centralized LPG Piping System Owner-Operator Annex I Access thru this link: https://docs.google.com/document/d/1Z27EcnlsyDrYliVmirfj8qpuUmKMW6m1/edit?tab=t.0#heading=h.gjdgxs		
2. Checklist of requirements - Annex I-1 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
3. Company profile form – Annex I-2 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
4. Establishment profile form - Annex I-3 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
5. List of motor vehicle per company or establishment basis with supporting documents - Annex I- 4 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		



6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Maritime Industry Authority - MARINA Regional Office
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources; (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
18. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE) (1) Certified True Copy	Department of Labor and Employment (DOLE) - Regional Office - Bureau of Working Condition (BWC)
19. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy	Applicant / Client
20. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client



Sub Requirement	
20.A. Full and front and back views of the establishment	
20.B. Safety and informational signs	
20.C. Display board showing the Facility registered business name and address	
21. Fire prevention and response manual (1) Original Copy	Applicant / Client
22. LPG spill prevention and response manual; (1) Original Copy	Applicant / Client
23. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
<i>Remarks:</i> <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> <i>Name of Application Form: Request for Legal Clearance</i> <i>Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxylUveizKVY_WbvgYgVu/view?usp=drive_link</i>	

For Situational Requirement	
A. For newly constructed LPG facilities	
A.1. Occupancy Permit (1) Original Copy	Local Government Unit - Office of the Building Official
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>	
B. For Authorized Representative and Signatory	
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	• Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LTO Centralized LPG Piping System has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location:	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown:	30 minute/s	• Collecting Officer; MFO - Cashier



DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City		License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Processing of application and preparation of LTO for LTO Centralized LPG Piping System and cover letter		12 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for LTO Centralized LPG Piping System to client		30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees Issuance of Certificate - Authority to Sell (ATS) : 1000 Issuance of Certificate- Authorized Motor Vehicle : 1000				



10. MFO-OIMD10 Issuance of Certification for Registration - LPG Bulk Consumer

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage as bulk-consumer of LPG			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Notarized LTO application form – Annex I (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
<i>Remarks:</i> Name of Application Form: <i>MFO Bulk Consumer Application Annex I</i> Access thru this link: https://docs.google.com/document/d/1ZjMollB37OAOQ8vR8m5JS5z_wYudy-ymT/edit?usp=drive_link&oid=105055424694683895701&rtfpof=true&sd=true				
2. Company profile form – Annex I-2 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
<i>Remarks:</i> Name of Application Form: MFO Bulk Consumer Checklist, Profile, Vehicle, Layout Annexes I-1 to I-2 Access thru this link: https://docs.google.com/spreadsheets/d/1MePFv0DsfR3SIJN2WH6ymxGfa-JZmDX/edit?usp=drive_link&oid=105055424694683895701&rtfpof=true&sd=true				
3. Executive briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client			
4. Site and facility layout plan with sufficient description and legends (1) Original Copy	Applicant / Client			
5. List of reference standards/codes used in the LPG facility (1) Original Copy	Applicant / Client			
6. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section			
<i>Remarks:</i> This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxylUveizKVY_WbvgYgVu/view?usp=drive_link				
For Situational Requirement				
A. For Authorized Representative and Signatory				
A.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
<i>Remarks:</i> This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG bulk Consumer has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Registration Certificate: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and registration of LPG Bulk Consumer and cover letter		1 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		4 hour/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Registration Certificate-LPG Bulk Consumer		30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II ; Oil



				Industry Management Division (MFO- OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 7 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 1000	



11. MFO-OIMD11 Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs)

Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)																								
Classification:	Highly Technical																								
Type of Transaction:	G2B (Government to Business)																								
Who may avail:	All persons engaged or intending to engage in the business of retailing Liquid Fuels within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"																								
Operating Hours:	8:00 AM - 5:00 PM																								
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"																								
<table border="1" style="width:100%"> <tr> <th style="width:60%">CHECKLIST OF REQUIREMENTS</th><th style="width:40%">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Filled-out and notarized application form complete with the following information: (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for COC Access thru this link: https://drive.google.com/file/d/1ZCenYDUJzVfygJhv3hPNdm5mHVYKzV-9/view?usp=drive_link </td></tr> <tr> <td>2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Name of Application Form: Affidavit of Undertaking Access thru this link: https://drive.google.com/file/d/1K11gggCxObNgAwKQyImJf63-r8bKs2EJ/view?usp=drive_link </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> <tr> <td colspan="2">A. Supporting Documents for New (1st Issuance)</td></tr> <tr> <td>A.1. Certification from DOE Registered Distributor/Supplier (Original) or DOE Registered Distributor/Supplier & Dealer's Agreement (Certified True Copy) (Note: if more than one suppliers, submit cert. from ALL suppliers) (1) Certified True Copy Or (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>A.2. 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<i>Remarks:</i> Name of Application Form: List of Dispensing Pumps Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytsolYbtZ	
A.5. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement Construction Contractor (1) Photo Copy	Applicant / Client
A.6. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
A.7. Latest photographs (in 5R size–5in x 7in) or COLOR PRINTED IN BOND PAPER with GPS COORDINATES of: (1) Original Copy	Applicant / Client
Sub Requirement	
A.7.A. Full front, right & left side views	
A.7.B. Price display board	
A.7.C. No unleaded markings	
A.7.D. RON, E-10, and B3, among others (E-20 is voluntary if offered)	
A.7.E. Safety & informational signs	
A.7.F. Valid calibrating bucket	
A.7.G. Weekly Calibration Logbook	
A.8. Data on Purchase and Sales Volume (for currently operating TSRO) (Original & Notarized) (1) Original Copy	Applicant / Client
A.9. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
<i>Remarks:</i> This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgygVu/view?usp=drive_link	
A.10. If the applicant is a representative of the corporation/company; Any of the following:	
A.10.A. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.B. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.C. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.D. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
B. Supporting Documents for Renewal	
B.1. Certification from DOE Registered Distributor/Supplier (Original) or DOE Registered Distributor/Supplier & Dealer's Agreement (Certified True Copy) (Note: if more than one suppliers, submit cert. from ALL suppliers) (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.2. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
B.3. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories



	(RSTLs)
B.4. Data on Purchase and Sales Volume (for currently operating TSRO) (1) Original Copy	Applicant / Client
B.5. Photocopy of previous Certificate of Compliance COC (1) Photo Copy	Applicant / Client
B.6. If the applicant is a representative of the corporation/company; Any of the following:	
B.6.A. If the applicant is a representative of the corporation/company; (1) Original Copy	Applicant / Client
---- OR ----	
B.6.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
B.7. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section

Remarks:

This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

*Name of Application Form: **Request for Legal Clearance***

Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvYgVu/view?usp=drive_link

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email address: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements.	None	15 minute/s	• Science Research Assistant; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of applicable fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Possible Fees Breakdown: New Application Fee: PHP 3100 Renewal Fee: PHP 3000	30 minute/s	• Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Receipt of application and assignment to respective section/personnel	None	1 working day/s	• Computer Operator I; Oil Industry Management Division (MFO-OIMD)
	3.2. Processor logged in the MFO suite database		30 minute/s	• Science Research Specialist II; Oil Industry Management



				Division (MFO-OIMD)
	3.3. Processing of application and preparation of COC		13 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.4. Encoding of the COC		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.5. Review of the application for endorsement to Director		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.6. Review and approval of the application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.7. Release of COC to client		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.8. File copy of the application and action for safekeeping		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
New Application Fee : 3100 Renewal Fee : 3000				



12. MFO-OIMD12 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Notarized application for Registration form – Authority to Sell a Trademark or Tradename - Annex 4 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: Dealer & Retailer Annex 4 - Registration - Authority to Sell LPG Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgxs				
2. Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: Suppliers-Certificate-Dealer Access thru this link: https://docs.google.com/document/d/18GZ4XRoeE0Dv6mhNnmt0_ijPcxmaalYF/edit?tab=t.0				
3. LTO of Dealer or Retailer (1) Photo Copy	Applicant / Client			
4. LTO of Trademark owner or Marketer (1) Photo Copy	Applicant / Client			
5. DOE registration certificate - Trademark or tradename (1) Photo Copy	Applicant / Client			
6. DOE registration certificate – LPG Seal (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certificate of Registration - Authority to Sell per Tradename/trademark basis: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certificate of Registration- Authority to Sell LPG Dealer/Retailer and cover		2 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Certificate of Registration for LPG Dealer/Retailer to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)



	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		



13. MFO-OIMD13 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

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

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Application for Additional Registration-Authorized Transport Motor Vehicles and Marine Vessels (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: MFO RP, D and R Annex 7 - ADDL Registration - Authorized Motor Vehicles and Marine Vessels Access thru this link: https://docs.google.com/document/d/1z-evlXsCNsuapAK8nid2l1TcLx_HYkUZ/edit?usp=drive_link&ouid=105055424694683895701&rtfpof=true&sd=true				
2. Company profile form – Annex F-2 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5 Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mqZpxf3k-VLFNW/edit?gid=529493108#gid=529493108				
3. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division			
4. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection - Bureau of Fire Protection			
5. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority			
For Situational Requirement				
A. For Authorized Representative and Signatory				
A.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
Remarks: This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building,	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)



Candelaria Street, Ecoland, Davao City Email: eimd.doe.davao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certificate of Registration - Authorized Transport Motor Vehicle: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certificate of Registration- Authority to Sell LPG Dealer/Retailer and cover		2 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Certificate of Registration for LPG Dealer/Retailer to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)

**General Remarks**

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000



Policy Formulation and Research Division
External Services



1. EPPB-PFRD02 Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients (Highly Technical Transaction)

ISO 9001:2015 Certified

Provision of Key Energy Statistics (KES) and other Energy-Related Information to Various Clients adheres to all legal and statutory requirements, such as Executive Order No. 2 on Freedom of Information (FOI), IRR of RA 10625 or the Philippine Statistical Act of 2013 and RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018. On the other hand, the necessary input for the EPPB Citizen's Charter, i.e., sectoral energy data and information, supplied by external providers is guided by the Department Order No. DO2018-04-0009 signed 25 April 2018 entitled "Institutionalizing Submission of Energy Information, Sectoral Developments and Statistics/Data to the Energy Policy and Planning Bureau (EPPB)".

Office or Division:	Policy Formulation and Research Division			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, Researchers, Government and other entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter addressed to the Director of the EPPB (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: Profile of the client - Name: - Address: - Specific industry data/statistics/information needed: - Affiliation: - Contact Number (telephone/fax/email address):				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for Energy Data via Viber/Email/FOI/Walk-in Location: For walk-in: 4th Floor, PNOB Bldg. 5, Energy Center, Rizal Drive, Corner 34th St., Bonifacio Global City, Taguig City FOI: foi.gov.ph Info Center: infocenter@doe.gov.ph Email: pfrd@doe.gov and/or sesms@doe.gov.ph Notes/Instruction: Php2.00/copy Photocopy fee, if necessary. For more than ten (10) pages, photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD	1.1. Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS) via FOI/ Info Center, Viber, Messenger, Email, Walk-in Clients	Possible Fees Breakdown: Photocopy fee: PHP 2	1 hour/s	Clerk; EPPB Office of the Director
	1.2. Screening / Endorsement to Unit		1 hour/s	Director; EPPB Office of the Director
	1.3. Receipt of data request by the Unit for Recording to Logbook/ DTS		1 hour/s	Clerk; Policy Formulation and Research Division
	1.4. Screening/ Endorsement to Staff		1 hour/s	- Chief Science Research Specialist; Policy Formulation and Research Division - Supervising Science Research Specialist; Policy Formulation and Research Division
	1.5. Gathering and Processing of requested data	18 working day/s	- Science Research Specialist I; Policy Formulation and Research Division - Science Research Specialist II; Policy Formulation and Research Division - Senior Science Research Specialist; Policy	



				Formulation and Research Division
	1.6. Review/ endorsement for Approval of Output		1 working day/s	- Supervising Science Research Specialist; Policy Formulation and Research Division - Chief Science Research Specialist; Policy Formulation and Research Division
	1.7. Approval of Output		2 hour/s	- Chief Science Research Specialist; Policy Formulation and Research Division - Director; EPPB Office of the Director
	1.8. Recording/ Transmittal of Output (Logbook/ DTS)		2 hour/s	Clerk; Policy Formulation and Research Division
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
Photocopy fee : 2				



Office of the Director (MFO-OD)
Internal Services



1. MFO-OD02 Processing of Petty Cash

This service covers the receipt, evaluation, processing, release, utilization, and liquidation of petty cash fund requests of the Department of Energy – Mindanao Field Office (DOE–MFO) for authorized minor and incidental expenses.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE-MFO Personnel			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Approved Petty Cash Voucher (2) Original Copy			DOE - End User's Division/Section	
<i>Remarks:</i> Must be completely filled out and approved by the authorized approving officer.				
2. Official Receipts (1) Original Copy			Supplier - Applicant/Client	
<i>Remarks:</i> Must be valid, and issued in the name of the agency.				
3. Approved Purchase Request (1) Original Copy			DOE-MFO End-user - Applicant/Client	
<i>Remarks:</i> Required for allowable petty cash purchases subject to agency guidelines.				
4. Price Quotations (1) Original Copy			DOE–MFO End-User - Applicant/Client	
<i>Remarks:</i> From at least three (3) suppliers.				
5. Abstract of Canvass (1) Original Copy			DOE - MFO - Applicant/Client	
<i>Remarks:</i> Must reflect the quotations received and the selected supplier.				
6. Inspection and Acceptance Report (1) Original Copy			DOE - MFO - Applicant/Client	
<i>Remarks:</i> Required for goods received to certify completeness and acceptability.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements and approved Petty Cash Vouchers (PCV) Location: 2nd Floor, Mindanao Field Office - Office of the Director	1.1. Receive, Check and Review complete documents and approved PCV from client.	None	2 hour/s	• Administrative Officer IV, MFO; Office of the Director (MFO-OD)
	1.2. Release of petty cash to client		2 hour/s	• Administrative Officer IV, MFO; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. MFO-OD03 Processing of Procurements under RA 12009 The "Government Procurement Reform Act"

This service covers the processing, evaluation, approval, and awarding of procurement requests through allowable Mode of Procurements at the DOE–Mindanao Field Office. It includes receipt and verification of procurement documents, conduct of Technical Working Group (TWG) evaluation and BAC deliberations, issuance of BAC Resolution, Notice of Award (NOA), Purchase Order (PO) or Contract, and preparation of Notice to Proceed (NTP), in accordance with RA 12009 and applicable government rules and regulations.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All MFO Divisions			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 12009 The "Government Procurement Reform Act"			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum Request to DOE Chair (1) Original Copy			Applicant / Client	
2. Copy of approved APP or Supplemental APP (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Copy can be secured from the Procurement Management Division or from DOE Website. (Please put link)				
3. Approved and Numbered Purchase Request (PR)/ Request for Service (RFS) (1) Original Copy			Applicant / Client	
4. Technical Specifications/ Terms of Reference approved by the Bureau/ Service Director (1) Original Copy			Applicant / Client	
5. Proposals/ Quotations (3 Suppliers) (1) Original Copy			Applicant / Client	
6. Abstract of Canvass (1) Original Copy			Applicant / Client	
For Situational Requirement				
A. If procurements are related to the conduct o activities				
Sub Situational Requirement/s				
A.a. Above 10M				
A.a.1. Secretary's approval of activities (1) Electronic Copy			Applicant / Client	
A.b. Php 1M to 10M				
A.b.1. Undersecretary's approval of activities (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
A.c. Php 1M below				
A.c.1. Director's approval of activities (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End User (EU) submits complete procurement documents to MFO BAC Secretariat Location: 3F Mindanao Field Office - Bids and Awards Committee	1.1. Receive the procurement request, reviews completeness of documents per checklist and check if the procurement requires posting	None	1 hour/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.2. Endorsement to BAC Chairman		15 minute/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.3. Endorsement to TWG		15 minute/s	• MFO BAC Chairperson; MFO BAC Members



	1.4. Receive and assign a TWG member to review and evaluate procurement documents		30 minute/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	1.5. Review and evaluate procurement documents		5 working day/s	• Assigned BAC TWG Member; MFO BAC Technical Working Group
	1.6. Approve TWG Evaluation and endorse procurement to BAC Secretariat for BAC Meeting		1 hour/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	1.7. Prepare Notice of Meeting (NOM)		1 hour/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.8. Conduct BAC Meeting as scheduled		1 working day/s	• BAC Members, TWG and Secretariats; MFO Bids and Awards Committee
	1.9. BAC Secretariat will do the following: If procurement is P200,000.00 above, request posting to Central Office. Endorse proposal/ quotation submitted to end user during posting period, if any. (proceed to Step 2.A) If procurement is P200,000.00 and below proceed to Step 2.B		5 working day/s	• Assigned BAC Secretariat; MFO BAC Secretariat
2.For Procurement is above or below Php 200,000				
*For If procurement is above Php 200,000.00 2.A.End User moved to request posting of procurement to Central Office. Location: 3F DOE - Mindanao Field Office	2.A.1. Request for posting of procurement in coordination with Central Office - Procurement Management Division	None	1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
	2.A.2. Endorse proposal/ quotation submitted to end user during posting period		1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
	2.A.3. After posting period and receiving the Summary of Quotation from Central Office - Procurement Management Division, endorse to End User for preparation of pertinent documents.		5 working day/s, 1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
*For If procurement is below Php 50,000.00 2.B.Move to award procurement in the Bids and Awards Committee Location: DOE MFO Bids and Awards Committee	2.B.1. Prepare BAC Resolution and Notice of Award and transmit for signature.	None	4 hour/s	• MFO BAC Secretariat; Any of requesting office / division
	2.B.2. After receiving the signed Notice of Award, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements.		4 hour/s	• MFO BAC Secretariat; Any of requesting office / division
3. End User (EU) submits complete procurement documents to MFO BAC TWG (after posting activity) Location: 3F Mindanao Field Office - Bids and Awards Committee	3.1. Receive and assign a TWG member to evaluate documents endorsed by EU	None	15 minute/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	3.2. Review and evaluate procurement documents and endorse TWG Evaluation to TWG Head for approval		5 working day/s	• MFO TWG Member; MFO BAC Technical Working Group
	3.3. Approve TWG Evaluation and endorse procurement to BAC Secretariat for BAC Meeting		1 hour/s	• MFO TWG Head; MFO BAC Technical Working Group
	3.4. Prepare Notice of Meeting (NOM)		1 hour/s	• Assigned MFO BAC Secretariat;



				MFO BAC Secretariat
	3.5. Conduct BAC Meeting as scheduled (Awarding of Posted Procurements)		1 working day/s	MFO Bids and Awards Committee; MFO Bids and Awards Committee
	3.6. Prepare BAC Resolution and Notice of Award (NOA) for the MFO BAC Members' and Director's approval		4 hour/s	Assigned MFO BAC Secretariat; MFO BAC Secretariat
	3.7. MFO BAC Members signs the BAC Resolution and MFO Director signs the NOA		1 working day/s	- MFO Director; Office of the Director (MFO-OD) - All MFO BAC Members; MFO BAC Members
	3.8. Transmit NOA to winning bidders for signature		2 hour/s	Administrative Aide III; Office of the Director (MFO-OD)
4. End user (EU) submits signed NOA to BAC Secretariat Location: MFO - BAC	4.1. Receive signed NOA, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements If PO, proceed to Step 3.1 If Contract, proceed to Step 4.1	None	4 hour/s	- End Users; Any of requesting office / division - Administrative Aide III; Office of the Director (MFO-OD)
	4.2. Endorse PO for approval		4 hour/s	MFO Director; Office of the Director (MFO-OD)
	4.3. Transmit PO to winning bidders for signature		2 hour/s	Administrative Aide III ; Any of requesting office / division
5. End User (EU) to submit draft contract of the awarded procurement Location: MFO - BAC	5.1. Endorse draft contracts for review	None	4 hour/s	Legal Section; Legal Section (MFO-Legal)
	5.2. Endorse contracts for approval		4 hour/s	MFO Director; Office of the Director (MFO-OD)
	5.3. Transmit contracts to winning bidders for signature		2 hour/s	Administrative Aide III ; Any of requesting office / division
6. End User (EU) to submit signed contract of the awarded procurement Location: MFO - BAC	6.1. Receive contracts, prepare Notice to Proceed (NTP)	None	1 hour/s	MFO BAC Secretariat; Any of requesting office / division
	6.2. Transmit NTP to winning bidders for signature		2 hour/s	Administrative Aide III; Office of the Director (MFO-OD)
7. Continuation of No. 1 Location: MFO - BAC	7.1. If procurement is P50,000.00 and below, prepare BAC Resolution and Notice of Award and transmit for signature	None	4 hour/s	MFO BAC Secretariat; Any of requesting office / division
	7.2. After receiving the signed NOA, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements If PO, proceed to Step 6.3 If Contract, proceed to Step 7.		4 hour/s	End Users (Contracts), MFO BAC Secretariats (Purchase Orders); Any of requesting office / division
	7.3. Endorse PO for approval		4 hour/s	MFO Director; Office of the Director (MFO-OD)
	7.4. Transmit PO to winning bidders for signature		2 hour/s	Administrative Aide III; Office of the Director (MFO-OD)



8. End User (EU) to submit draft contract of the awarded procurement Location: MFO - BAC	8.1. Endorse draft contracts for review	None	4 hour/s	• Legal Section; Legal Section (MFO-Legal)
	8.2. Endorse contracts for approval		4 hour/s	• MFO Director; Office of the Director (MFO-OD)
	8.3. Transmit contracts to winning bidders for signature		2 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
9. End user (EU) submits signed Contract to BAC Secretariat Location: MFO - BAC	9. After receiving signed contracts, prepare Notice to Proceed (NTP)	None	1 hour/s	• MFO BAC Secretariat; Any of requesting office / division

General Remarks

The MFO's threshold are as follows:

Direct Contracting (Sec. 31) - Php 500,000.00

Direct Acquisition (Sec. 32) - Php 200,000.00

Repeat Order (Sec. 33) - Not to exceed 25% of the quantity of each item in the original contract

Small Value Procurement (Sec. 34) - Php 1,000,000.00

Direct Sales (Sec. 36) - Php 500,000.00

Negotiated Procurement:

a. Emergency Cases (Sec. 35.2) - No threshold

b. Agency to Agency (Sec. 35.5) - Php 200,000.00

c. Lease of Real Property and Venue (Sec. 35.9) - Php 500,000.00

Amounts that are beyond threshold will be endorsed to Central Office.

Total Processing Time:

*For If procurement is above Php 200,000.00	Working Days: 30 working day/s, 7 hour/s, 15 minute/s
*For If procurement is below Php 50,000.00	Working Days: 26 working day/s, 4 hour/s, 15 minute/s

Total Processing Fee:

*For If procurement is above Php 200,000.00	Total Standard Fee: None
*For If procurement is below Php 50,000.00	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
MFO BAC Members					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)	
MFO BAC Secretariat					
Department of Energy - Mindanao Field Office	Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)
MFO BAC Technical Working Group					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Legal Section (MFO-Legal)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)
MFO Bids and Awards Committee					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Legal Section (MFO-Legal)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)



3. MFO-OD04 Processing of Transportation and Logistics

Processing and approval of requests for official vehicle use to support authorized official travel and activities of DOE–Mindanao Field Office personnel.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Department of Energy - Mindanao Field Office Personnel			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. 1. Vehicle Trip Ticket (1) Original Copy			Applicant / Client	
2. Approved Travel Order (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Vehicle Trip Ticket (VTT) and Travel Order Location: 3F DOE - Mindanao Field Office	1.1. Receive Vehicle Trip Ticket from requesting Division/Section	None	1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.2. Approve VTT and assign vehicle and driver by transportation officer		1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.3. Endorse VTT to MFO Director for approval		4 hour/s	• Assigned Driver/ Authorized Driver; Any of requesting office / division
	1.4. Log approve VTT travel entries to Vehicle Management System (VMS)		1 hour/s	• Requesting Officer; Any of requesting office / division
	1.5. Vehicle ready for release and pick up by the assigned driver		1 hour/s	• Driver, Authorized Driver; Any of requesting office / division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. MFO-OD05 Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Processing, review, and recording of liquidation of cash advances incurred for authorized local and foreign travel of DOE personnel.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Department of Energy - Mindanao Field Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Situational Requirement				
A. Local Travel Expenses				
A.1. Duly Approved Travel Order (1) Original Copy			Applicant / Client	
A.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy			Applicant / Client	
A.3. Certificate of Travel Completed (1) Original Copy			Applicant / Client	
A.4. Certificate of Appearance / Attendance (1) Original Copy			Applicant / Client	
A.5. Plane / Bus / Boat/Barge Tickets / Boarding Passes / Terminal Fees (1) Original Copy			Applicant / Client	
A.6. Official receipts for hotel accommodation together with hotel Statements of Accounts and other related travel expenses claimed on actual basis (1) Original Copy			Applicant / Client	
A.7. For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy			Applicant / Client	
A.8. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P300.00 (1) Original Copy			Applicant / Client	
A.9. If cash advance was granted, copy of previously approved itinerary of travel (1) Original Copy			Applicant / Client	
A.10. Liquidation Report (1) Original Copy			Applicant / Client	
Sub Situational Requirement/s				
A.a. For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:				
A.a.1. Justification for use duly noted by the Division Chief (1) Original Copy			Applicant / Client	
A.a.2. Proof of Payment or RER for each fare in excess of Php 300.00 (1) Original Copy			Applicant / Client	
A.a.3. Certification from local official regarding the prevailing charter rates of the place visited (1) Original Copy			Applicant / Client	
A.b. For fuel expenses incurred:				
A.b.1. Official Receipt (1) Original Copy			Applicant / Client	
A.b.2. Copy of duly accomplished Vehicle Trip Ticket (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare and submit Liquidation Report of	1.1. Receive complete liquidation report and check completeness of	None	1 hour/s	• Admin. Officer II, MFO; Any of



Disbursements and Liquidation reports with supporting documents Location: 3rd Flr. Mindanao Field Office - Office of the Director	documents			requesting office / division
	1.2. Review and process liquidation papers / informs the employee to pay refund, if any.		2 working day/s	• Admin. Officer II; Any of requesting office / division
	1.3. Record Liquidation/submit to COA		4 hour/s	• Administrative Officer II ; Office of the Director (MFO-OD)
*For If there is a refund 2.A.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents Location: 3rd Flr. Mindanao Field Office - Office of the Director	2.A. Prepare Order of Payment before paying at the cashier / submit receipt of payment	None	1 hour/s	• Administrative Officer II ; Office of the Director (MFO-OD)
*For If there is no refund 2.B.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents Location: 3rd Flr. Mindanao Field Office - Office of the Director	2.B. Certify as to correctness and completeness of Liquidation Report	None	30 minute/s	• Administrative Officer II; Office of the Director (MFO-OD)
*For If there is an excess 2.C.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents Location: 3rd Flr. Mindanao Field Office - Office of the Director	2.C. A Disbursement Voucher (DV) will be attached together with its supporting documents	None	1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
Total Processing Time:				
*For If there is a refund		Working Days: 2 working day/s, 6 hour/s		
*For If there is no refund		Working Days: 2 working day/s, 5 hour/s, 30 minute/s		
*For If there is an excess		Working Days: 2 working day/s, 6 hour/s		
Total Processing Fee:				
*For If there is a refund		Total Standard Fee: None		
*For If there is no refund		Total Standard Fee: None		
*For If there is an excess		Total Standard Fee: None		



5. MFO-OD07 Processing of Requisition and Issue Slip (RIS) of Supplies and Materials

Processing and issuance of common office supplies and materials requested by DOE–Mindanao Field Office personnel through an approved Requisition and Issue Slip (RIS), including verification of stock availability, release of supplies, and updating of inventory records.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All DOE - MFO Personnel			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Properly filled-up Requisition and Issue Slip (RIS) (1) Original Copy			DOE - MFO - Office of the Director (OD)	
<i>Remarks:</i> <i>To issue common office supplies, materials</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits approved Requisition Issuance Slip (RIS) for Issuance of Supplies and Office Equipment per Division and/or Individual Location: MFO-Office of the Director	1.1. Receive Requisition and Issue Slip (RIS) for supplies and materials and verify stocks on hand. Prepare and release supplies/stocks per Division and/or Individual	None	1 working day/s	• Administrative Assistant III; Office of the Director (MFO-OD)
	1.2. Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand		1 working day/s	• Administrative Assistant III; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. MFO-OD09 Issuance of Legal Advice

Walk-In transaction only.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	MFO Employees			
Operating Hours:	8:00 AM - 5:00 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 accomplished request form and present document for clarification / Request for legal advice to the Office of the Director Location: Department of Energy - Mindanao Field Office	1.1. Receive accomplished request form for initial review and approval of the Director	None	1 hour/s	• Assigned Staff; Office of the Director (MFO-OD)
	1.2. Endorse to legal section for appropriate action		1 hour/s	• MFO Director; Office of the Director (MFO-OD)
	1.3. Legal section to receive, review and evaluate documents presented		3 hour/s	• Legal Officer; Office of the Director (MFO-OD)
	1.4. Issuance of legal advice		3 hour/s	• Legal Officer; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



Administrative Officer II, MFO; Office of the Director (MFO-OD)
Internal Services



1. MFO-OD06 Processing of Issuance of Check (DV) Related to Local and Foreign Travels

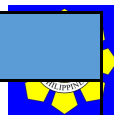
Processing, evaluation, approval, and issuance of checks for duly approved disbursement vouchers (DV) covering authorized local and foreign travel expenses of DOE–MFO personnel.

Office or Division:	Administrative Officer II, MFO; Office of the Director (MFO-OD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Department of Energy - Mindanao Field Office Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Local Travel Expenses		
Sub Situational Requirement/s		
A.a. Prior to Departure		
A.a.1. Approved Travel Order, duly numbered (1) Electronic Copy	Applicant / Client	
A.b. Upon Completion of Travel		
A.b.1. Duly Approved Travel Order (1) Original Copy	Applicant / Client	
A.b.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy	Applicant / Client	
A.b.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client	
A.b.4. Certificate of Appearance/ Attendance (1) Original Copy	Applicant / Client	
A.b.5. Plane/Bus/Boat Tickets/ Boarding Passes/Terminal Fees (1) Original Copy	Applicant / Client	
A.b.6. Official receipts for hotel accomodation together with hotel Statements of Accounts and other related travel expenses claimed (1) Original Copy	Applicant / Client	
A.b.7. For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy	Applicant / Client	
A.b.8. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P300.00 (1) Original Copy	Applicant / Client	
A.c. For chartered trips or special hires of Public Utility and garage car, motorboats, extraordinary means of transportation:		
A.c.1. Proof of Payment or RER for each fare in excess of P 300.00 (1) Original Copy	Applicant / Client	
A.c.2. Certification from local official regarding the prevailing charter rates of the place visited (1) Original Copy	Applicant / Client	
A.d. For fuel expenses incurred:		
A.d.1. Official Receipt (1) Original Copy	Applicant / Client	
A.d.2. Copy of Duly Accomplished Trip Ticket (1) Original Copy	Applicant / Client	
A.d.3. If cash advance was granted, copy of previously approved itinerary of travel (1) Original Copy	Applicant / Client	
B. Foreign Travel		
Sub Situational Requirement/s		
B.a. Prior to Departure		



B.a.1. Approved Travel Authority (1) Original Copy			Applicant / Client	
B.a.2. Approved Travel Order, duly numbered (1) Original Copy			Applicant / Client	
B.b. Upon Completion of Travel				
B.b.1. Duly approved Travel Authority (1) Original Copy			Applicant / Client	
B.b.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy			Applicant / Client	
B.b.3. Certificate of Travel Completed (1) Original Copy			Applicant / Client	
B.b.4. Certificate of Appearance/ Attendance (1) Original Copy			Applicant / Client	
B.b.5. Plane tickets, Boarding Pass (1) Original Copy			Applicant / Client	
B.b.6. Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis (1) Original Copy			Applicant / Client	
B.b.7. Narrative Report (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Prepare and submit the duly accomplished Disbursement Voucher (DV) and complete supporting documents Location: 3F Mindanao Field Office - Office of the Director	1.1. Receive DV as to the completeness of its required documents	None	1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.2. Review and Evaluate DV as to the completeness and validity of the claims		1 working day/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.3. Indicate and record the DV date, number, particulars and amount in individual index of payment		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.4. Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed is proper		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.5. Approve DV (Box D) as to approval of payment		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.6. Issue check		1 working day/s	• Administrative Officer IV; Office of the Director (MFO-OD)
	1.7. Encode and print necessary details on the check		1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.8. Forward check with DV and its supporting documents to the disbursing signatories		1 working day/s	• Disbursing Officers; Any of requesting office / division
	1.9. Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger		4 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 4 working day/s, 6 hour/s		
Total Processing Fee:		Total Standard Fee: None		

FEEDBACK AND COMPLAINTS MECHANISMS



How to send a feedback	- Accomplish the Customer Feedback Form available in the Bureau/Service/Office and drop the filled-out form at the designated drop box or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. - Send thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com.
How feedback is processed	- Filled-out Customer Feedback Forms are collected, evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable. - Feedback received thru email are evaluated and acted accordingly with the implementation of corrective measures, if necessary. The client is informed of the action taken, if applicable.
How to file a complaint	- Accomplish Complaint Report Form and drop the filled-out form at designated drop box in the Bureau/ Service/Office or send thru email to the Heads of the Bureau/Service/Office in the email addresses provided in the Directory of DOE Officials. - Send the complaint thru email to the Consumer Welfare and Promotion Office (CWPO) at cwpo@doe.gov.ph and copy furnish the DOE Ease of Doing Business Committee (DOE-EODBC) at doe.eodbc@gmail.com
How complaints are processed	- For the filled-out Complaint Report Form, the forms are collected, evaluated, and addressed accordingly. The client is informed of the action taken. - For complaints received by the CWPO, these are evaluated and referred to the DOE unit/s and/or attached agency/ies for resolution. The client is informed of the action taken.



Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph , 1-ARTA (2782)
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List of Offices

Office
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 Mineral Resources Development Division (CNMRDD)
ERDB, Office of the Director
Renewable Energy Management Bureau (REMB)
Wind Energy Management Division (WEMD)
Geothermal Energy Management Division (GEMD)
Biomass Energy Management Division (BEMD)
Hydropower and Ocean Energy Management Division (HOEMD)
National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)
REMB, Office of the Director
Solar Energy Management Division (SEMD)
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)



EUMB, Office of the Director
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)
OIMB, Office of the Director
Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)
Policy Formulation and Research Division (PFRD)
Energy Cooperation and Coordination Division (ECCD)
EPPB, Office of the Director
Electric Power Industry Management Bureau (EPIMB)
Power Planning and Development Division (PPDD)
Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)
EPIMB, Office of the Director
Information Technology and Management Services (ITMS)
Information Technology Division (ITD)
Information Services Division (ISD)
Information and Data Management Division (IDMD)
Record Management Section
ITMS, Office of the Director
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)
FS, Office of the Director
Legal Services (LS)



Downstream Conventional Energy Legal Services Division (DCELS)
Upstream Conventional Energy Legal Services Division (UCELS)
Power Legal Services Division (PLS)
Renewable Energy Legal Services Division (RELS)
General Legal Services Division (GLS)
LS, Office of the Director
Administrative Services (AS)
General Services Division (GSD)
Human Resource Management Division (HRMD)
Treasury Division (TD)
Procurement Management Division (PMD)
AS, Office of the Director
Energy Research and Testing Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)
Lighting and Appliance Testing Division (LATD)
ERTLS, Office of the Director
Department of Energy - Luzon Field Office
Energy Resource Development Division (LFO-ERDD)
Energy Utilization and Management Division (LFO-EUMD)
Office of the Director (LFO-OD)
Oil Industry Management Division (LFO-OIMD)
Electric Power Industry Management Division (LFO-EPIMD)
Department of Energy - Visayas Field Office
Energy Utilization and Management Division (VFO-EUMD)
Energy Resource Development Division (VFO-ERDD)
Legal Section (VFO-Legal)
VFO - Cashier
Office of the Director (VFO-OD)
Oil Industry Management Division (VFO-OIMD)
Electric Power Industry Management Division (VFO-EPIMD)
Department of Energy - Mindanao Field Office



Energy Utilization and Management Division (MFO-EUMD)
Energy Resource Development Division (MFO-ERDD)
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